

INTRODUCTION TO SUPERVISING A TEAM CERTIFICATION

As per International Standards



UNICHROME

Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Introduction to Supervising a Team Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Introduction to Supervising a Team Training Course schedule



About Unichrone

- ✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across
global companies

PHILIPS

AXCESS
FINANCIAL PRODUCT MANAGEMENT

CLARIANT

AkerSolutions

WÜRTH

baycoat

DUPONT

DASHTI

GlobalSign

TriskeleLabs

مصرف الراجحي
Al Rajhi Bank

DHL

ARASCO
أراسكو



أراسكو

EMERSON

accenture

VOLVO

AMA
AMERICAN MEDICAL
ASSOCIATION

sitel
group

@ignify

Atos

LEAR
CORPORATION

Importance of Introduction to Supervising a Team Training

- ✓ Introduction to Supervising a Team Certification provides an individual with the fundamental Supervisory skills to lead with empathy while maintaining productivity. This attestation course bestows knowledge of team dynamics and vital tools and methodologies to handle teams efficiently. It molds individuals with ingrained insights into conflict management and promotes collaboration and growth. Hence Introduction to Supervising a Team Certification helps an individual bloom as a successful leader with a unique combination of empathy, organization, and strategy.
- ✓ During Introduction to Supervising a Team Course, participants shall also learn how to establish closely knit, effective groups as a result of positive interpersonal relations, the ability to determine respective capabilities and deficits within members, and how to assign duties effectively. Further participants will enhance interpersonal skills such as listening skills and speaking skills, especially when conveying expectations. They will also enhance their knowledge of performance management, methods of goal setting, feedback and motivation tools, and incentives for performance.

ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Introduction to Supervising a Team Training Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills in this domain can enroll in the Introduction to Supervising a Team Training course.

INTRODUCTION TO SUPERVISING A TEAM CERTIFICATION ADVANTAGES



CERTIFIES
YOUR TALENT



HELPS
BUILDING
VALUES



GLOBAL
RECOGNITION



PERFECT
EXECUTION



BUILDS
CUSTOMER
LOYALTY



MORE
EMPLOYABILITY
OPTIONS

Syllabus of Introduction to Supervising a Team Training

Lesson 01 – Role of the Supervisor

1.	Roles and Responsibilities of a Supervisor
2.	Importance of Supervision
3.	Functions of a Supervisor
4.	Supervisor's Interaction with Others
5.	Management Functions
6.	Skills Required
7.	Challenges
8.	Supervision, Management and Evaluation

Lesson 02 – Interpersonal Skills

1.	What Does it Mean to be Assertive?
2.	When to be Assertive?
3.	Being Assertive in the Workplace
4.	Influence
5.	Trust
6.	Communication Process
7.	Active Listening Skills
8.	Verbal and Nonverbal Communication
9.	Good Presentation
10.	Oral Communication
11.	Presenting Clear Messages
12.	Written Communication

Lesson 03 – Motivating Others

1.	Motivating People
2.	Supervisors and Motivation
3.	Behavioral Approach
4.	Herzberg's Motivating Factors
5.	Rewards and Punishments
6.	Theory Z
7.	Theory W
8.	Summary of Theories
9.	Humanistic Approach
10.	Maslow's Hierarchy of Needs
11.	Tips for Motivation
12.	Disciplinary Action
13.	Goal Setting and Feedback
14.	Benchmarking
15.	Balanced Scorecard
16.	Plan-Do-Check-Act Cycle for Continuous Improvement

Lesson 04 – Power of Planning

1.	Identify Objectives and Goals
2.	Creating a Plan
3.	Overview of Priority Tasks
4.	Delegation
5.	Benefits
6.	Important Points
7.	Effective Delegation
8.	Decision-Making
9.	Theories
10.	Process
11.	Tools and Techniques
12.	Group Problem Solving and Decision Making
13.	Questioning Techniques

Exam Format of Introduction to Supervising a Team Certification

Examination Format	
Exam Name	Introduction to Supervising a Team Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Introduction to Supervising a Team, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Introduction to Supervising a Team exam.

Contact Us

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<https://unichrone.com/>

