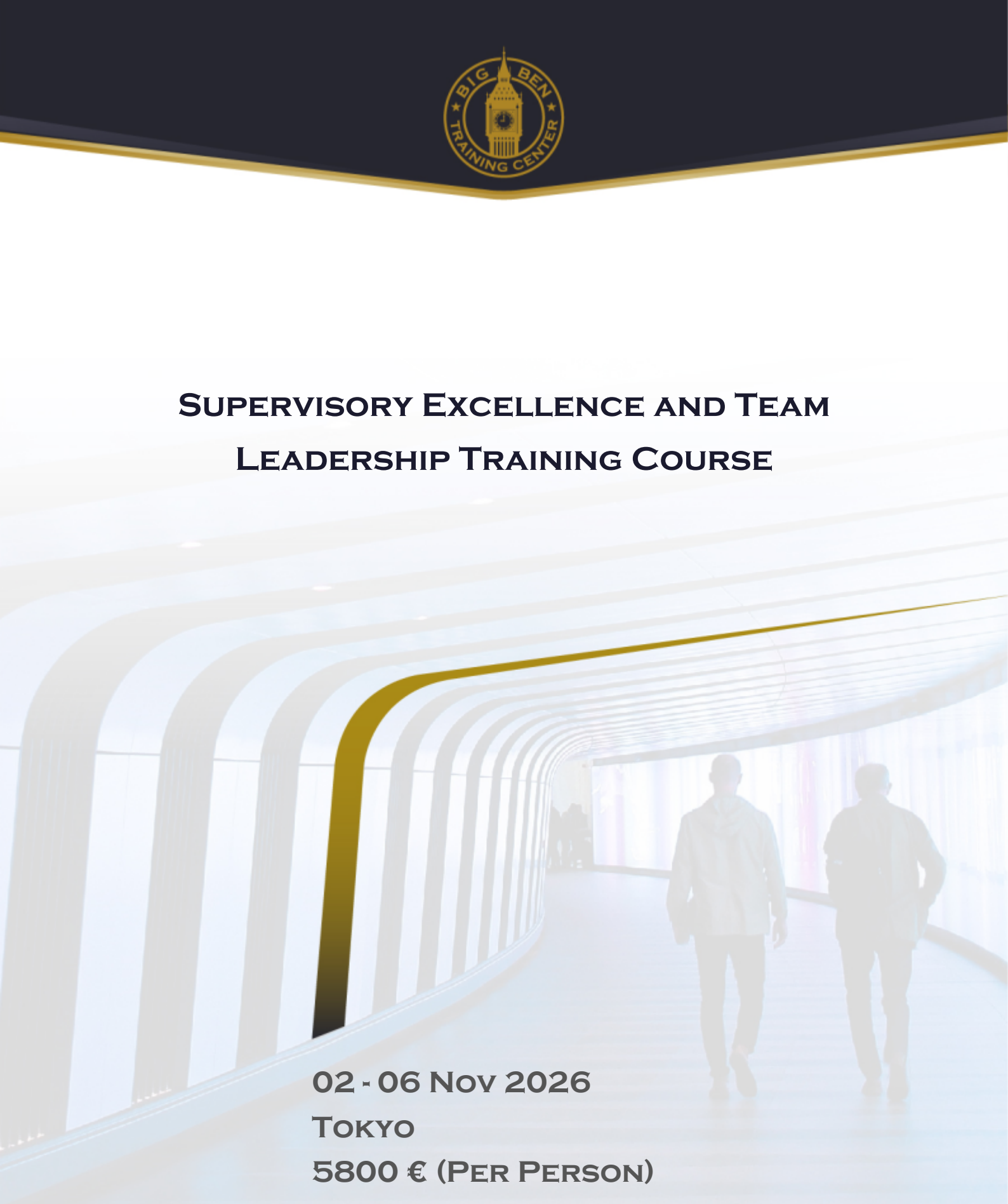
Supervisory Excellence and Team Leadership Training Course



02 - 06 Nov 2026

Tokyo

5800 € (Per Person)

Ref: #MA9802_192757

Course Introduction / Overview:

This intensive training course is designed to equip new and experienced supervisors and team leaders with the essential skills and leadership best practices required to build and manage high-performance teams. In today's dynamic work environment, the role of a supervisor extends beyond simple task management to encompass coaching, mentoring, and fostering a culture of continuous improvement and employee engagement. This program provides a comprehensive roadmap for navigating this complex role effectively. Drawing on foundational management principles, such as those articulated by the renowned author Peter Drucker in his works on effective management, the course delves into practical strategies for communication, delegation, and performance management. Participants will explore proven techniques for motivating team members, resolving conflicts constructively, and leading their teams through organizational change. BIG BEN Training Center has developed this curriculum to bridge the gap between being a team member and becoming an influential leader, ensuring that every participant leaves with a clear action plan to enhance their supervisory skills and drive team success.

Target Audience / This training course is suitable for:

- Newly appointed supervisors and team leaders.
- Experienced managers seeking to refine their leadership skills.
- Department heads and project managers.
- Individuals identified for future leadership roles.
- Human resources professionals involved in leadership development.
- Operations managers responsible for team productivity.

Target Sectors and Industries:

- Manufacturing and Engineering.
- Information Technology and Telecommunications.
- Banking, Finance, and Insurance.
- Healthcare and Pharmaceutical.
- Retail and Customer Service.
- Government agencies and public sector organizations.
- Hospitality and Tourism.

Target Organizations Departments:

- Human Resources and Talent Development.
- Operations and Production.
- Sales and Marketing.
- Customer Support and Service Delivery.
- Information Technology and Technical Support.
- Finance and Administration.
- Project Management Office.

Course Offerings:

By the end of this course, the participants will have able to:

- Develop a clear understanding of the supervisor's role and responsibilities.
- Apply different leadership styles to suit various team dynamics and situations.
- Master effective communication techniques for clear instruction and feedback.
- Implement powerful strategies for employee motivation and engagement.
- Delegate tasks effectively to empower team members and manage workloads.
- Conduct productive performance appraisals and provide constructive feedback.
- Manage team conflicts and facilitate resolutions professionally.
- Lead teams effectively through periods of organizational change.
- Utilize problem-solving and decision-making skills to overcome workplace challenges.
- Develop coaching and mentoring skills to foster employee development.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and participant-centered, ensuring a deep and lasting learning experience. We move beyond traditional lectures to create an immersive environment where participants actively engage with the course material. The program incorporates a blend of expert-led presentations, real-world case studies, and dynamic group discussions that encourage the sharing of diverse perspectives and experiences. A significant portion of the course is dedicated to hands-on activities, including role-playing scenarios for practicing difficult conversations, team-based problem-solving exercises, and skill-building workshops. Participants will receive personalized feedback from the instructor and peers in a supportive setting, allowing them to identify strengths and areas for development. This blended learning approach ensures that participants not only understand the theories of effective supervision but also gain the confidence to apply these new leadership and management skills immediately in their workplace.

Course Agenda (Course Units):

Unit One: The Foundations of Modern Supervision

- The transition from team member to team leader.
- Understanding the core roles and responsibilities of a supervisor.
- Exploring different leadership styles and their applications.
- Establishing credibility and authority with your team.
- The importance of emotional intelligence in leadership.
- Setting clear expectations and performance standards.
- Aligning team goals with organizational objectives.

Unit Two: Effective Communication and Interpersonal Skills

- The art of active listening and empathetic communication.
- Providing clear and constructive feedback.
- Mastering non-verbal communication and body language.
- Building rapport and trust with team members.
- Communicating effectively across different departments.
- Running productive and engaging team meetings.
- Techniques for persuasive communication and influence.

Unit Three: Building and Leading High-Performance Teams

- Principles of effective team building and dynamics.
- Setting SMART goals and key performance indicators (KPIs).
- Strategic delegation for employee growth and efficiency.
- Understanding motivation theories and their practical application.
- Creating a positive and motivating work environment.
- Conducting effective performance reviews and appraisals.
- Recognizing and rewarding employee contributions.

Unit Four: Managing Challenges and Driving Results

- Proactive problem-solving and decision-making techniques.
- Strategies for effective conflict resolution within the team.
- Managing difficult employees and challenging conversations.
- Leading and managing organizational change.
- Time management and prioritization skills for supervisors.
- Stress management techniques for leaders and their teams.
- Fostering a culture of accountability and ownership.

Unit Five: Coaching, Mentoring, and Future Leadership

- The difference between managing, coaching, and mentoring.
- Developing a coaching mindset to unlock team potential.
- Essential coaching models and techniques for supervisors.
- Identifying and nurturing future leaders within the team.
- Creating personal development plans for team members.
- Succession planning at the team level.
- Developing your personal leadership philosophy and action plan.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can a supervisor effectively balance the need for empathetic leadership with the organizational demand for high performance and results?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by focusing on the holistic development of a supervisor, moving beyond a simple checklist of management duties to cultivate a genuine leadership mindset. While many programs teach the "what" of supervision, our curriculum is meticulously designed to master the "how" through practical application and situational learning. We emphasize the development of emotional intelligence and adaptive leadership, enabling participants to tailor their approach to individual team members and evolving workplace dynamics rather than applying a one-size-fits-all strategy. The program integrates principles of organizational behavior with real-world case studies, ensuring that every concept is relevant and immediately applicable. A key differentiator is the final unit, which focuses on creating a personal leadership philosophy. This encourages participants to reflect on their values and strengths, helping them to build an authentic and sustainable leadership style that will not only drive performance but also inspire and retain top talent long after the course is completed.