



# TRAINING WITHIN REACH

REGISTER  
NOW

## BASIC SUPERVISORY SKILLS FOR PROFESSIONALS

### COURSE OVERVIEW

The training is a one-day introduction to the practice of supervisory management. It orients both new and prospective supervisors on their roles and responsibilities.

### COURSE OBJECTIVES

1. Describe the basic concepts, principles, and processes of supervision and supervisory functions in organizations.
2. Explain how the job of supervisors enables the operations of organizations to produce and/or deliver products and services to customers.

### COURSE OUTLINE

- I. What is Supervisory Management?
- II. Twin Supervisory Functions
  - Task
  - Relationship
- I. Subordinates
- II. Superior
- III. Customers
- IV. Suppliers
- V. Channels
- VI. Top Management
- VII. Supervisory Roles
  - Interpersonal
  - Informational
  - Decisional

## VIII. Supervisory Competencies

- Technical
- Interpersonal
- Conceptual
- Managerial

## IX. Principles of Supervision

## X. Management Functions

- Planning
- Organizing
- Directing
- Controlling

## XI. Problem Solving & Decision Making

## XII. Thinking, Acting & Learning

## XIII. Workshop

**SEMINAR FEE:** Pay in full 5 days before the seminar and avail our early bird rate of **Php 2,700 per head (Regular rate: Php 3,000 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

### **TERMS ON PAYMENT:**

- Pay in full 5 days before the seminar and avail our early bird rate of Php 2,700.00 only.
- Payments on the day of the seminar must be on cash basis only.
- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

### **CANCELLATIONS**

- Cancellation 5 days before the scheduled seminar: FULL AMOUNT
- Cancellation 3 days before the scheduled seminar: 70% REFUND
- Cancellation at the scheduled seminar: ALL PAYMENTS SHALL BE FORFEITED

For further information, you may visit our website at [www.ilearnph.com](http://www.ilearnph.com). You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through [admin@ilearnph.com](mailto:admin@ilearnph.com)

Allow us to be part of your improvement and success.

Improve, excel and succeed through **i-LEARN PROFESSIONAL SOLUTIONS INC.!!!**