

Supervisory Management Skills

新主管管理技巧

Learning Objective 学习目标

The objective of management is to achieve results through people. As a supervisory staff, do you know how to get things done through others effectively? Do you understand the role, responsibilities and skills needed for being a successful manager? This training programme will not only provide you the answer to the above questions but also lead you to walk through the latest management topics/tools which are tailored for newly or ready to be promoted team leaders and supervisors.

管理的要义就是通过他人达成目标。但作为一个管理者，你是否知道如何有效地让他人为你完成工作？你又是是否清楚一个成功经理的角色，责任和技巧？本课程不单为你对以上课题提供答案，更会带领你认识到专门为新近晋升或将会晋升的管理人员而设计的多种最新管理课题和工具。

Course Content 课程内容

- Role and responsibilities of supervisory staff nowadays
- Performance management and coaching skills
 - Developing you team members
- Leadership and motivation from theories to practical skills
- Effective team building to team based problem solving
- Elementary communication and interpersonal skills in workplace
- 现今管理人员的角色和责任
- 绩效管理和教练技巧
 - 培育你的团队成员
- 由领导统御和人员激励的理论和实践
- 从建立团队到团队问题决技
- 职场的沟通和人际技巧

Target Group 参加对象

Newly or ready to be promoted team leader and supervisory personnel

新近晋升或将会晋升到管理层的人员

Schedule 时间

09:30-17:30 30-31 March, 2017

09:30-17:30, 2017年3月30-31日

Location 地点

Chengdu

成都

Training Language 语言

Chinese 中文

Trainer 培训师

Mr. Alan Lee

- Worked in a prestigious multinational manufacturer as head of engineering department for 15 years.
- Has been engaged in business, quality, engineering and customer services improvement for more than 30 years.
- Was the Chairman of the Hong Kong Leadership Training Association for the years 1994 to 1997 and has been very active in the development of leadership training for the businesses in Hong Kong.
- Holds a Bachelor of Science Degree in Electrical Engineering from the National Cheng Kung University of Taiwan and a Master of Science Degree in Engineering Business Management from the University of Warwick, UK.
- 曾任职知名跨国生产型企业的工程部经理十五年，现为企业培训师及管理咨询师
- 一直致力于商务、质量、工程和客户服务的改善超过 30 多年
- 曾担任香港领袖训练协会 1994 至 1997 年度的会长并为众多企业提供高级领导能力、决断沟通与谈判技巧、变革管理、顾员发展及辅导、监督管理技巧、团队建立、销售及顾客服务等方面的指导
- 拥有台湾国立成功大学电机工程学士学位，及英国华威大学的工程业务管理硕士学位

Training Fee 费用

GCC member: RMB 3,000/seat 会员：3,000 人民币

Nonmember: RMB 3,500/seat 非会员：3,500 人民币

Including lecture, course materials, refreshments and lunch 含会务费、资料费、午餐费