Elevora
Global Training

COURSE BROCHURE

# Management Essentials for New Supervisors

Leadership & Management

| Code | Duration | Formats | Language | Certificate |
|---|---|---|---|---|
| **LM-108** | **5 or 10 days** | **Classroom, live online, in-house, blended** | **English or Arabic** | **Certificate of completion** |

A practical leadership and management course covering the shift from colleague to supervisor, planning, delegating and prioritising work and giving feedback and handling performance. Run as a 5-day core or 10-day extended programme, in 16 cities, live online or in-house, and fully customisable for your team.

## About this course

Management Essentials for New Supervisors gives delegates a structured, practical understanding of the shift from colleague to supervisor and planning, delegating and prioritising work, then builds the skills to apply giving feedback and handling performance, motivating and developing staff and managing time and workload in real work. Sessions are led by practitioners with at least 15 years in the field.

## What you will learn

- The shift from colleague to supervisor
- Planning, delegating and prioritising work
- Giving feedback and handling performance
- Motivating and developing staff
- Managing time and workload

## Who should attend

Managers, heads of department, team leaders and high-potential staff preparing for broader leadership roles.

## 5-day course outline

| | | |
|---|---|---|
| **Day 1** | **The shift from colleague to supervisor** | Concepts, standards and terminology, with a diagnostic exercise to baseline the group. |
| **Day 2** | **Planning, delegating and prioritising work** | Methods and tools explained step by step, with worked examples from real operations. |
| **Day 3** | **Giving feedback and handling performance** | Hands-on practice in small groups using realistic data, cases and templates. |
| **Day 4** | **Motivating and developing staff** | Case studies of successes and failures, and how to apply the lessons in your organisation. |
| **Day 5** | **Managing time and workload** | Integration exercise, final knowledge check and a personal action plan. |

## 10-day extended programme

Includes the full 5-day outline, plus a second week of applied work:

| | |
|---|---|
| **Day 6** | **Applied workshop: The shift from colleague to supervisor** — Deeper practice with your own data or site examples. |
| **Day 7** | **Applied workshop: Planning, delegating and prioritising work and giving feedback and handling performance** — Group exercises that combine methods from week one. |
| **Day 8** | **Field case study: Motivating and developing staff** — A detailed industry case worked through from start to finish. |
| **Day 9** | **Advanced practice: Managing time and workload** — Tools, templates and checklists to take back to work. |
| **Day 10** | **Assessed project and presentation** — Each delegate presents an improvement plan and completes the final assessment. |

## Upcoming classroom dates

More dates, cities and live online sessions on request.

| Dates | City | Length | Fee per delegate |
|---|---|---|---|
| 16 Nov 2026 to 20 Nov 2026 | London | 5 days | **$3,450** |
| 21 Dec 2026 to 25 Dec 2026 | Dubai | 5 days | **$2,450** |
| 4 Jan 2027 to 8 Jan 2027 | London | 5 days | **$3,450** |
| 8 Feb 2027 to 12 Feb 2027 | Istanbul | 5 days | **$2,450** |
| 15 Mar 2027 to 19 Mar 2027 | Kuala Lumpur | 5 days | **$2,450** |

## Fees per delegate (2026 to 2027)

| Format | 5 days | 10 days |
|---|---|---|
| Classroom: Dubai, Istanbul, Cairo, Kuala Lumpur | **$2,450** | **$4,450** |
| Classroom: London, Europe, Singapore | **$3,450** | **$6,250** |
| Live online | **$1,450** | **$2,650** |
| In-house, group of up to 15 | **From $12,900** | **From $23,500** |

Classroom fees include tuition, materials, lunch and refreshments, and a certificate. 10% group saving for 3 delegates, 15% for 5 or more.

### Tailored to your team

Change the level, language, length (1 to 20 days) and format, add topics from other courses or entirely new topics, and include your own case studies, site visits or exam preparation. Build it online for an instant indicative fee.

## Register or request an in-house proposal


Head office
**Sharjah Publishing City, Sharjah, United Arab Emirates**

Email
**info@elevoratrainings.com**
**training@elevoratrainings.com**

WhatsApp
**+971 56 692 2928**

Website
**elevoratrainings.com**