

## TRAINING ON

# Effective Supervisory and People Management Skills

## Effective Supervisory Practices

Better Results Through Teamwork  
FOURTH EDITION



### OBJETIVES:

This highly interactive course, using the best methods, will provide you with the skills to enable you to maximize the performance of your team. Designed for managers, team leaders and senior/executive secretaries who manage others and are looking to enhance their own effectiveness as well as the performance of their team; and by the end of this course, participants expect to:

- Define what is required of you in their capacity as a supervisor;
- Meet the demands of their workload;
- Confidently manage the team;
- Provide leadership to achieve greater productivity from their team;
- Motivate others and support their development;
- Handle difficult situations and conflict with confidence;
- Communicate successfully;
- Delegate effectively.

### About the Trainer

SI LEN has Master Degree of Business Administration in General Management from Pannasatra University of Cambodia (PUC), and Bachelor Degree of Business Administration in Management Information Systems from National University of Management (NUM); and he is a Program Manager and Training Manager of Cambodian Federation of Employers and Business Associations (CAMFEBA). He specializes strategic human resources management and development and training development.

For two years, SI Len worked as Chief Human Resource Officer of Newton Thilay Community (NTC) and he was responsible for developing and implementing human resource management strategies, policies and procedures; ensuring recruitment of quality staff.



**12-13 October 2009**  
**TIME: 8:00 AM-5:00 PM**  
**Venue: CAMFEBA**  
**Language: Khmer**

### Terms and condition

Respective participants confirming their attendances are liable to payment in spite of being absent on the training day unless there is 3-day prior notice, as seats are reserved for them. **Payment SHALL be made before or on the training day.**

**Deadline: 08 October 09**

### Course Content

- Defining Your Responsibilities As A Team Leader
- Supervising People And Managing
- Overcoming People Problems
- Motivating And Leading Your Team
- Effective Communication
- Improving Individual And Team Effectiveness
- Personal Development

### Targeted Participants:

Managers, Team Leaders, and Senior/Executive Secretaries who manage others and are looking to enhance their own effectiveness as well as the performance of their team

**Admission Fee:** (Fee is inclusive of Lunch and learning materials. Certificate of completion provided)

- Direct Members and GMAC Members: **USD 100/person**
- Members of BBAC, IBC, AAC, WASMB, MBCC, ACRA, CoRAA, CMA, and ICT-CAM: **USD 120/person**
- Non Member: **USD 150/person**

**Registration: Mr. Chork Vuthy**

Call 012 86 82 94 , 023-222-186

E-mail: [training@camfeba.com](mailto:training@camfeba.com)

[www.camfeba.com](http://www.camfeba.com)

**#44A, St.320, Sangkat Boeng Keng Kang III, Khan Chamkar morn, Phnom Penh, Cambodia.**

