



Contemporary Supervisor Development

Program Outline



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Contemporary Supervisor Development

Corporate Training Program

Duration: 16 hours (Two days)

Program Description

The Contemporary Supervisor Development program is a practical, results-driven course designed for newly promoted and first-time supervisors who need to develop essential leadership skills in today's fast-paced, technology-driven business environment. This 2-day program provides supervisors with the tools and knowledge to manage people, prioritize tasks, and drive performance effectively.

Participants will learn how to plan, organize, communicate expectations, and motivate teams while leveraging AI tools to enhance productivity and performance tracking. The program covers key supervisory functions, including task delegation, coaching, feedback, and performance management, and emphasizes practical applications with a focus on hybrid and digitally enabled teams.

By the end of the program, participants will leave with a Supervisory Productivity and Action Plan (SPAP) that can be immediately implemented in their work environments, ensuring they can step into their roles with confidence and drive impactful results. Whether you're a new supervisor or looking to refresh your supervisory skills, this program is designed to equip you with the knowledge and tools to lead successfully in the modern workplace.

Program Objectives

At the end of the program, participants will be able to:

- Understand and perform the core role of a modern supervisor;
- Plan, prioritize, and organize daily work using practical tools and AI support;
- Communicate expectations clearly and manage performance consistently;
- Motivate, coach, and correct team members effectively;
- Monitor work progress and address issues proactively;
- Use AI responsibly to improve productivity, tracking, and reporting; and
- Produce a Supervisory Productivity and Action Plan for immediate application

Required Final Output

By the end of Day 2, each participant completes a practical plan that includes:

- Team or shift objectives aligned with unit goals
- Daily and weekly work priorities and workflows
- Task allocation and follow-through mechanisms
- Simple performance indicators and monitoring methods
- Identified AI tools to support productivity and supervision
- Personal supervisory commitments and improvement actions

Program Outline

DAY 1: The Supervisor's Role and Work Execution (8 Hours)

Theme: From Doer to Supervisor of Work and People

Module 1: The Modern Supervisor's Role

- What has changed in the supervisor role
- Supervisor vs. manager: scope and expectations
- Core responsibilities: execution, people, standards, results
- Activity: Supervisor readiness self-check

Module 2: Planning and Prioritizing Work at the Supervisory Level

- Setting clear, achievable work objectives
- Translating targets into daily and weekly action plans
- Prioritization under pressure
- Introduction to AI for task planning and workload tracking
- Workshop: Creating a real-world supervisory work plan

Module 3: Organizing Tasks, People, and Shifts

- Breaking work into tasks and deliverables
- Assigning work based on capability and availability
- Managing handoffs and dependencies
- Supervising in hybrid or digitally supported environments
- Exercise: Task mapping and responsibility alignment

Module 4: Communicating Expectations Clearly

- Setting standards and expectations
- Giving clear instructions and work briefings
- Avoiding common supervisory communication failures
- Role Play: Expectation-setting and clarification conversations

Day 1 Output:

- Draft supervisory work plan
- Task and responsibility map for the SPAP

DAY 2: Leading People, Performance, and Productivity (8 Hours)

Theme: Accountability, Coaching, and AI-Enabled Supervision

Module 5: Motivating and Engaging the Team

- What really motivates frontline employees today
- Recognition, trust, and consistency
- Leading former peers
- Case Discussion: A supervisor losing credibility with the team

Module 6: Coaching, Feedback, and Corrective Action

- Coaching vs. correcting
- Giving constructive feedback
- Handling performance issues professionally
- Documenting performance appropriately
- Role Play: Coaching and corrective conversations

Module 7: Monitoring Performance and Taking Action

- What supervisors should measure and monitor
- Spotting problems early
- Taking corrective action without micromanaging
- Using simple dashboards and AI-assisted tracking
- Workshop: Designing a basic supervisory performance dashboard

Module 8: Using AI to Enhance Supervisory Productivity

- Practical AI use cases for supervisors
- Productivity, reporting, monitoring, and documentation
- Ethical use, limits, and accountability
- Exercise: Identifying AI tools relevant to participants' roles

Module 9: Integration and Commitment

- Pulling it all together
- Personal supervisory commitments

Final Capstone Activity

- a. Completion and sharing of the Supervisory Productivity and Action Plan
- b. Peer and facilitator feedback
- c. Refinement for workplace application

Program Participants

The ideal participants to this program are:

- Newly promoted supervisors
- First-time supervisors
- Team leaders and project coordinators

- Employees preparing for a supervisory role
- Supervisors who want to sharpen and modernize their skills

Program Methodology

This program uses:

- Short lectures and focused discussions
- Practical workshops using participants' actual work contexts
- Role plays and case scenarios
- Hands-on exercises with immediate application

Learning Investment

For this program, the investment per participant is as follows:

No. of Participants per Run	Investment per Participant, Ex-VAT (Php)	Investment per Participant, including VAT (Php)
Below 6	13,500	15,120
6 to 10	12,800	14,336
11 to 15	12,100	13,552

Payment terms are:

- 50% of the total investment of one run as downpayment upon signing of the corporate training contract.
- 50% of the total investment of one run as final payment upon conclusion of the program on its second day.