

CII Virtual Session on ROLE OF SUPERVISORS IN ENHANCING WORKPLACE PRODUCTIVITY

1400-1700 hrs, Tuesday & Wednesday, 26-27 September

The global business climate is changing at an ever-increasing pace. Companies are forced to reassess business models, their approaches to product innovation, manufacturing, production, and delivery of their products in new ways. To become a World Class Manufacturer and to enhance production and maintain its quality at the same time, while becoming competitive, it is very necessary for organisations to understand how supervisors could play a crucial role in enhancing their Overall Performance and Productivity.

This awareness, knowledge and understanding would in turn facilitate the Indian Manufacturing sector to be ready to take on the Challenges of the Manufacturing World and prove their capabilities.

A supervisor is usually a person who is in-charge of and coordinates the activities of a group of employees engaged in related activities within a unit of an organization.

A Supervisor plays a multitude of roles, especially as a Planner, a Manager, a Guide and Leader, a Mediator, an Inspector and as a Counsellor.

His/her responsibilities are many including -

- Managing Workflow
- Training New Hires
- Creating and managing team schedules
- Reporting to HR and senior management
- Evaluating performance and providing feedback
- Identifying and applying career advancement opportunities
- Helping resolution of issues and disputes, and more

CII CME is organizing a 2-day Online Session (6 hrs in total) on Tuesday & Wednesday, 26 & 27 September 2023 from 2.00 p.m. to 5.00 p.m. both days on this important aspect of Supervisory Role in organisation.

Objectives

- Understand the roles and responsibilities of a supervisor (understanding the fundamentals of the supervision framework) to foster excellent performance that supports individual and organizational needs
- Understand how to establish and communicate performance standards and expectations using behavioural terms
- Recognise a feedback framework to give constructive and supportive feedback within a supervisory context
- Know how to establish work plans that include performance and professional development goals
- Understand how to create strategies for effective supervision and performance meetings

Key Takeaways

- Understand Supervisors' Role in today's Volatility, Uncertainty, Complexity and Ambiguity (VUCA) World
- Realize their own potential
- Plan and timely execute their duties
- Motivate their subordinates
- Impact overall Production, Productivity, Quality Levels and timely deliveries
- Conflict Resolution
- Maintain Cordial Industrial Relations

DATE/SCHEDULE

- Day 1 -26 Sept 2023, Tuesday, 2.00 - 5.00 p.m.
- Day 2 - 27 Sept 2023, Wednesday 2.00 - 5.00 p.m.

METHODOLOGY

- Workshop will be held either on the Microsoft Teams Platform

Who Should Attend?

Plant Heads
&
Factory Heads

Heads
(Quality / Production /
Engineering)

Shop Floor Officials /
Crews, Instruments
Engineers

Senior Technicians
involved in
Maintenance, Process
Control

Managers
Manufacturing,
Engineering, Quality,
Design

Senior Management
Manufacturing

Store
Supervisors

Relevant Domain
Personnel

Content (Day Wise)

DAY 1

Session 1: Know your Potential & Manage Yourself

- Understand Role of a Supervisor
- Management Principles & Practice
- Responsibilities & Functions of Supervisors
- Principles of Supervision
- Importance of Morale of Team members

Session 2: Basic Management Functions, understanding Productivity Ratios

- Basic Management Functions
- Management Skills set.
- Understanding Productivity & Various Ratios
- Productivity enhancement tools
- Principles of Delegation
- Problem solving and decision-making skills

DAY 2

Session 3: Manage Subordinates

- Leadership Process
- Leadership Styles
- Communication & Interpersonal skills
- Motivation
- Team Building
- Performance Development
- Conflict Resolution
- Power of Observation
- Micro, Macro and Broader Views
- Collaborative Working relationship
- Thomas Kilmann' Conflict Model

Program Faculty

Mr. Jayant Shrikhande, 46 years of professional experience in leading Organizations

- Retired as **CEO & Country Head China for Larsen & Toubro in 2011** – where he established 4 Manufacturing Companies and an International Procurement office
- Mechanical Engineer with Post Graduation in SQC & OR from Indian Statistical Institute

PARTICIPATION FEES

- CII Members (Large & Medium) : Rs 7,500/- + 18% GST
- CII SSI Members : Rs 6,500/- + 18% GST
- Non Member Companies : Rs 8,500/- + 18% GST

Special Discount

- 5% on 2 nominations from an organization
- 10% on 3 or more nominations from an organization

Payment of fees is to be drawn in favour of "Confederation of Indian Industry". Alternatively, it can also be made by NEFT / RTGS.

Please note that:-

- Prior registration for participation by the companies is necessary
- Nominations will be purely enrolled on first come first serve basis.
- Change in nomination(s) is/ are accepted
- There will be no refund of fees or adjustment against any other program
- Soft copy of the presentation will be shared with the participants post conduction of the Session
- The Session will not be recorded

For Nominations & Enquiries please contact:

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