

PROFESSIONAL COMMUNICATION FOR SUPERVISORS



Strong communication is one of the most important skills for effective supervision. This highly interactive training equips supervisors with practical strategies to communicate clearly, provide constructive feedback, navigate difficult conversations, and build stronger working relationships with employees. Participants will learn how to communicate expectations to reduce misunderstandings, and apply active listening techniques that foster trust and accountability. Through role plays, group discussions, hands-on exercises, and real-world workplace scenarios, supervisors will develop the confidence and skills needed to lead productive conversations and create a positive team environment.



“Nothing in life is more important than the ability to communicate effectively.”

– Gerald R. Ford

Brief Class Outline

- Guidelines for Giving Feedback
- Resolving Conflict
- Small Group Practice Scenarios
- Conflict in Action Role Play
- I Statement Activity
- Active Listening
- Adapting Your Communication Styles at Work

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