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COURSE BROCHURE

# Task Leadership Skills for Supervisors Training Course

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Registered in the United Kingdom and Saudi Arabia

# Task Leadership Skills for Supervisors Training Course

Task Leadership Skills for Supervisors is a 1-week training course for supervisors and project leads who turn targets into daily assignments, and it ends with a team task board and follow-up plan for use. Leaner teams, shifting priorities and tighter deadlines mean that unclear objectives and loose follow-up now cost organisations missed commitments and frustrated staff. Jupiter Prime Training shapes this course around the supervisor's daily cycle of setting, allocating and checking work.

## Why Task Leadership Skills for Supervisors Matters Now

Two pressures shape task leadership today. Customers and internal clients expect shorter lead times, while teams often run with fewer people and more parallel assignments. Staff also want clarity about what is expected of them and why. A supervisor who sets precise objectives, allocates work fairly and removes blockers early keeps output steady and morale intact; one who drifts creates rework, overtime and quiet disengagement. The course rests on John Adair's Action-Centred Leadership model, which balances task, team and individual needs, on SMART objectives Specific, Measurable, Achievable, Relevant, Time-bound and on the RACI responsibility matrix.

## Who Gains Most from Task Leadership Skills for Supervisors

- Production and maintenance supervisors who assign jobs across shifts and crews
- Project leads who break milestones into tasks and chase deadlines
- Service and back-office leaders who balance queues, cases and turnaround times
- Site and field coordinators who sequence work with contractors and other units
- Newly appointed team leaders taking ownership of output for the first time

An operations department gains most when several supervisors from linked shifts or sections attend together and agree one way of tracking assignments.

## Task Leadership Skills for Supervisors Capabilities

Participants practise the loop from a target handed down to a finished task signed off.

- Translate unit targets into SMART objectives for each person — staff who need clear expectations
- Allocate assignments by skill, workload and development need — fairness across the crew
- Build a RACI matrix for shared jobs — handovers between sections and contractors
- Track progress with visual boards and short stand-up checks — managers awaiting status
- Diagnose and clear obstacles before they delay output — customers and internal clients
- Balance task pressure with team and individual needs — retention and morale of staff

## Key Task Leadership Skills for Supervisors Terms

- Action-Centred Leadership — John Adair's model showing that a leader must meet task, team and individual needs at the same time.
- SMART objective — a goal that is specific, measurable, achievable, relevant and time-bound.
- RACI matrix — a chart showing who is responsible, accountable, consulted and informed for each task.
- Work breakdown — splitting a deliverable into smaller tasks that can be assigned, estimated and tracked.
- Stand-up check — a short, regular meeting where each person reports progress, next steps and blockers.
- Escalation path — the agreed route and timing for raising a problem the supervisor cannot clear alone.

## Task Leadership Skills for Supervisors Day by Day

### Day 1: The Supervisor's Task Role

- Action-Centred Leadership Model — Balancing Task, Team and Individual Needs
- Task Versus Relationship Orientation — Reading Your Default Supervisory Style
- Target Cascade Mapping — Linking Unit Goals to Daily Assignments
- Stakeholder Expectations List — Who Depends on the Team's Output
- Personal Task Leadership Audit — Gaps in Setting, Allocating and Checking

### Day 2: Setting Objectives and Planning Work

- SMART Objective Writing — Turning Vague Requests Into Clear Commitments
- Work Breakdown Structure — Splitting Deliverables Into Assignable Tasks
- Effort and Duration Estimates — Setting Realistic Completion Times
- Priority Matrix — Sequencing Urgent and Important Jobs
- Capacity Check — Matching Planned Hours to Available Staff

### Day 3: Allocating and Briefing Assignments

- Skills and Workload Grid — Assigning the Right Job to the Right Person
- RACI Matrix — Clarifying Ownership on Shared and Handover Tasks
- Task Briefing Checklist — Purpose, Standard, Deadline and Resources
- Delegation Levels — Deciding How Much Authority to Hand Over
- Check-Back Questions — Confirming the Assignment Was Understood

### Day 4: Monitoring Progress and Removing Obstacles

- Visual Task Board — Seeing Status, Bottlenecks and Overdue Items
- Stand-Up Check Routine — Short Daily Progress and Blocker Review
- Root Cause Questions — Finding Why a Task Has Stalled
- Escalation Path Design — When and How to Raise Problems Upwards
- Recognition and Corrective Feedback — Sustaining Pace Without Burnout

## Day 5: Practising the Team Task Board

- Live Allocation Exercise — Applying Skills Grid and RACI Under Time Pressure
- Disruption Scenario — Replanning When Staff or Materials Are Missing
- Stand-Up Simulation — Running a Ten-Minute Progress Check
- Peer Review of Objectives — Testing SMART Wording Against Real Targets
- Team Task Board and Follow-Up Plan — Completing the Return-to-Work Version

## Applying Task Leadership Skills for Supervisors After the Course

- Set up a visual task board for the team and run a daily ten-minute stand-up check for four weeks.
- Rewrite the current month's assignments as SMART objectives and confirm ownership of shared jobs with a RACI matrix.

## Task Leadership Skills for Supervisors Questions FAQ

### What are task leadership skills for supervisors, and why do they matter now?

They are the skills a supervisor uses to set objectives, allocate work, track progress and clear obstacles. They matter now because leaner teams face more parallel assignments and less room for rework or missed deadlines.

### Which roles gain most from task leadership skills for supervisors?

Shift and section supervisors, project leads, service team leaders and field coordinators gain most. You benefit if you turn targets into daily jobs for others.

### How does task leadership skills for supervisors training differ from people management courses?

It concentrates on the task side of leadership: objectives, allocation, tracking and obstacle removal. People management courses focus more on coaching and performance conversations.

### What do you bring back from task leadership skills for supervisors training?

You bring back a task board layout, SMART objectives for your team, a RACI matrix for shared jobs and a stand-up routine you can start the following week.

## Task Leadership Skills for Supervisors: The Way Forward

The team task board and follow-up plan is the first tool to put to use, starting with the next weekly allocation of jobs. Supervisors use it daily, and their managers read it for status. After the first month, revisit the balance between task pressure and team needs, because the board shows output clearly but morale only indirectly.