

## An LDI Training Course

# **SUPERVISORY and LEADERSHIP SKILLS**

### **How to Develop and Enhance Your Leadership Ability**

by  
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## **INTRODUCTION**

This course is designed to enhance your leadership ability.

Today's managers face an increasingly challenging environment created by increased competition, rapid changes and technological innovation. To navigate successfully in this environment, good leaders are needed. Supervisory and Leadership is one of the most important skills companies need.

A good leader is one who can get positive results by setting direction and generate actions. In this course, you will have the opportunity to discover your Supervisory and leadership potential and to develop it fully. Here are the benefits you'll get at the end of the course:

- Know your supervisory and leadership strength and potential
- Understand your roles as a leader
- Able to communicate direction and generate actions
- Generate positive results through people
- Able to lead, supervise and motivate others
- Can identify good leaders around you
- Take positive steps to further develop and apply your supervisory and leadership ability
- Finally, become a better leader by being a leader

**If you are planning for one year, grow rice. If you are planning for 10 years, grow trees. If you plan to compete and win in the 21<sup>st</sup> century, grow leaders.**

## **COURSE CONTENT**

- What is supervisory
- What is leadership?
- Characteristics and behaviour of a leader
- The skills leaders must have and develop
- The roles of a leader
- How to communicate effectively
- The professional image leaders must project
- What should a leader read?
- Styles of supervisory and leadership
- Identifying ineffective leadership
- Managing time effectively
- Influencing skills
- How to get things done through people
- Assess your leadership potential and style
- Action plan to further develop your leadership ability

## **WHO SHOULD ATTEND**

- **This course should be attended by anyone who wants to be or has needs to be a better leader, supervisor or manager.**

## **COURSE DELIVERY**

- This offline (face to face) course is conducted in Bahasa Indonesia
- Training hours are from 08:00 to 16:00 WIB
- Participants will receive course materials
- Participants will receive a certificate after completing the training

## **About Your Instructor**

**Ateng Surachmat**, 35 years experiences in upstream oil and gas industry as professional and management.

He earned BS from Geology Dept, ITB in 1987 and MBA from IPMI-Monash University in 1997.

He started his career as Geologist, then move to HSE, Operations, HR and his last position is as a GM in one of PSC in Indonesia.

On his spare time, he became a lecturer of Petrophysic subject in Geophysics Eng Dept. ITB.

He also experiences as a facilitator and trainer on various in house and public training and workshops on technical, HSE, HR and Management subjects.

His wide range and deep exposures on various positions in upstream oil and gas industry will be an advantage for participants so they could learn on various aspects.

Ateng is currently holding the position of a Senior Trainer of LDI Training and he certified to conduct its courses.

### **TRAINING CONFIRMATION**

LDI Training will provide a Confirmation Letter after we receive registration according to the required quota.

**For course registration and more information please email to**

**PT. Loka Datamas Indah**  
**LDI Training**

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