

# The Effective Supervisor Attitudes, Techniques & Skills for Result Oriented Supervision

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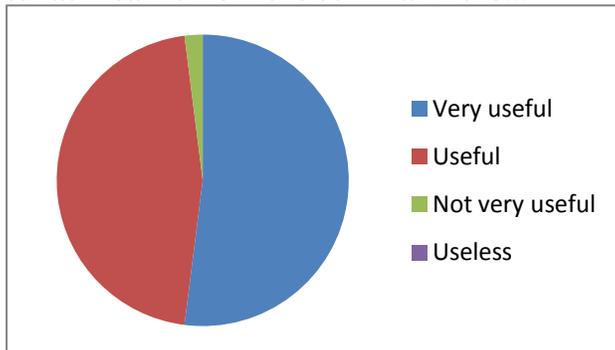
A Full-day workshop in **Sinhala** for:

Supervisors, Executives, Production & Technical Assistants, Team Leaders,  
Section Heads and Overseers

CLIENT: JASTECA Institute of Management | DATE: 12 February 2008 | PARTICIPANTS: 46

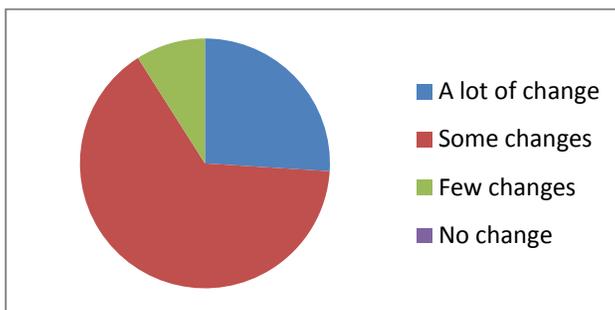
## SUMMARY OF FEEDBACK:

### 1. What I learnt from the seminar were...



Very useful- 52% | Useful - 46% | Not very useful - 02% | Useless - 0%

### 2. The changes that would occur in my work as a result of seminar



A lot of change - 26% | Some changes - 65% | Few changes - 09% | No change - 0%

### 3. What kind of change occurred, if yes to Q2?

(Translated from Sinhala/ A bullet point per individual/Not all had commented.)

- Worker management
- Problem solving; working together with workers becomes easier
- Learnt to avoid our weaknesses; how to work with employees

- Saving time thru time mgt; helps my future progress; Easier worker mgt.
- Qualities and skills for a supervisor
- Time management
- Managing workers; responsibilities
- People mgt; reaching targets becomes easier
- Found weaknesses I could not see. Helped me see.
- Can make peers and workers understand responsibilities
- Gained a lot although I have many years of experience
- Time management
- Attitudes changed
- Positive working attitudes and skills
- Can understand worker attitudes and gain better productivity
- Attitudes changed
- Time management
- Time mgt and worker mgt helps achieve targets
- Able to save time
- Can reduce problems by working to a timetable
- Learnt much of time mgt and worker management
- Learnt new things for worker management
- Setting targets to help productivity; change employee training methods
- Gave ability to be more efficient and solve problems at work
- Found out my weaknesses - now can take better and fair decisions and actions.
- What I learnt on worker management can be useful for the good of company

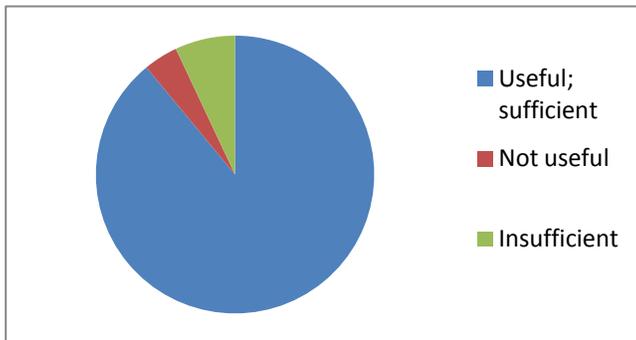
**4. What is your favourite topic today? Why?**

(Translated from Sinhala/ A bullet point per individual/Not all had commented.)

- Attitudes - gained new knowledge
- Time mgt; priorities
- Group work under why employees don't do what we tell them...
- Time mgt; I am weak in this area
- Time mgt
- Time mgt
- Leadership and mgt; qualities of a leader
- Time mgt - helps become more productive
- Time mgt - was unable to find time for everything
- Duties and responsibilities of a supervisor; Important to my career progress
- Qualities of Supervisor - learnt what duties and responsibilities owed to employees
- Why employees don't do what we tell them to do? Very useful practically.
- Time mgt; very timely and relevant topic
- Teamwork - and the progress and satisfaction to be gained from it
- Teamwork and solving common problems
- Time mgt - doing everything to a time table
- Qualities of a supervisor - helps be a better officer
- Why employees don't do what we tell them to do?
- Time mgt
- Time mgt; why employees don't do what we tell them to do
- Motivation
- Qualities of Super Supervisor - will help in job, career and future
- Qualities of the Super Supervisor
- Why employees don't do what we tell them to do - getting our own ideas for this
- Time mgt
- Time mgt
- Time mgt - did not have knowhow before

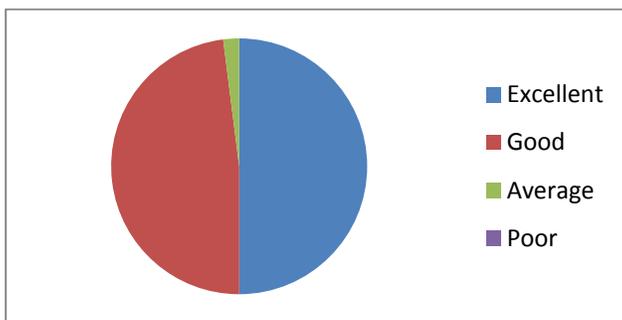
- Time mgt; relevant to job
- Why employees don't do what we tell them to do
- Qualities of a leader
- Qualities of a manager
- Time mgt
- Qualities of a supervisor
- Time is like gold. Helps do things methodically
- Time mgt - one of my weaknesses
- Time mgt
- Time mgt
- Management
- Time management; Where we go wrong; Understood that management helps not just the job but life itself.

**5. Presentation slides, visual aids and notes were...**



Useful; sufficient	89%
Not useful	04%
Insufficient	07%

**6. Methods adopted by the resource person were**



Excellent	50%
Good	48%
Average	02%
Poor	0%

Rest of the questions are omitted as they addressed participant's future needs and the types of training necessary for their subordinates. Feedback on JASTECA facilities and services is also omitted.