

exeQserve

The Supervisor's Daily Leadership Execution Toolkit

Online Workshop



DATE & TIME

July 21, 2026 | 8:00 AM - 5:00 PM

PLATFORM

via Zoom

Table of Contents

3	Workshop Overview	10	Facilitator's Profile
4	What Participants Will Learn	11	Learning Investment
5	Expected Participants Outputs	12	About ExeQserve
6	Workshop Outline		



Workshop Overview

Supervisors are expected to keep work moving every day. They need to clarify priorities, assign ownership, follow through on commitments, raise concerns early, correct performance gaps, recognize good work, and remove barriers that affect execution.

Many workplace problems continue not because people do not care, but because daily execution lacks clarity, routine, feedback, follow-through, and support.

Tasks are discussed but not always completed. Concerns are raised too late. People are unsure who owns what. Good work goes unnoticed. Performance gaps are not corrected properly. Barriers keep coming back, and the supervisor ends up carrying the burden.

This one-day live online workshop is designed to help supervisors lead daily execution using practical tools, scripts, checklists, routines, and conversation guides they can immediately apply at work.

This is not a lecture-heavy leadership session. It is a tool-based workshop for supervisors who need to handle real work, real people, and real execution challenges.



What Participants Will Learn

By the end of the workshop, participants will be able to:

1. Explain the supervisor's role in leading daily execution.
2. Build a stronger speak-up climate so concerns are raised early.
3. Clarify priorities, ownership, standards, and follow-through expectations.
4. Use daily huddles and check-ins to keep work aligned.
5. Recognize useful behavior and reinforce good work.
6. Give factual and respectful feedback when performance gaps appear.
7. Diagnose barriers that prevent people from completing work properly.
8. Use simple coaching conversations in the flow of work.
9. Escalate issues properly when barriers are outside the team's control.
10. Create a practical supervisory routine for better execution, accountability, and morale.

Who Should Attend

This workshop is ideal for:

- Supervisors
- Team leaders
- Shift leaders
- Frontline managers
- Operations leads
- BPO team leaders
- Retail supervisors
- Logistics supervisors
- Customer service supervisors
- Office-based support team leaders
- HR and L&D professionals supporting supervisor development

Why Attend

Supervisors make a big difference in daily execution. They are closest to the work, the people, the issues, and the commitments that must be completed.

When supervisors rely only on memory, personality, or guesswork, execution becomes inconsistent. Some tasks move, others get delayed. Some concerns are raised, others remain hidden. Some people receive guidance, others are left guessing.

This workshop helps supervisors replace guesswork with practical tools. Participants will learn how to clarify work, build accountability, encourage speaking up, recognize good performance, correct gaps, coach people, remove barriers, and keep execution moving with confidence.

Expected Participant Outputs

By the end of the workshop, participants will produce:

- Supervisor execution reflection
- Execution problem map
- Speak-up response guide
- Daily alignment checklist
- Follow-through tracker
- Recognition and feedback script bank
- Barrier diagnosis and coaching guide
- Personal supervisor execution routine
- Supervisor execution action plan

The CARE Supervisor Execution System

This workshop is built around the CARE Supervisor Execution System:

CONNECT Build trust, encourage speaking up, and help people raise concerns early.

ALIGN Clarify priorities, ownership, standards, decision boundaries, and escalation.

RECOGNIZE Reinforce useful behavior and give factual, respectful feedback.

ENABLE Diagnose barriers, coach people, remove what blocks performance, and escalate properly.

Workshop Outline

Time	Module	Key Topics/Activities	Output
08:00 am to 08:30 am	Opening, Session Overview, and Supervisor Execution Reflection	<ul style="list-style-type: none"> Workshop overview Online participation norms Reflection: What execution problems keep repeating in my team? Quick supervisory routine self-check 	<ul style="list-style-type: none"> Personal supervisor execution reflection
08:30 am to 09:30 am	<p>Module 1: The Supervisor's Role in Daily Execution</p> <p>Learning Activity: Execution Problem Scan Participants identify the most common execution gaps in their teams and trace whether the issue is caused by unclear expectations, weak follow-through, lack of feedback, low morale, or unresolved barriers.</p>	<ul style="list-style-type: none"> What daily execution means Why execution problems repeat The supervisor as clarity builder, follow-through driver, and barrier remover The difference between managing tasks and leading execution Introduction to the CARE Supervisor Execution System 	<ul style="list-style-type: none"> Execution problem map

Workshop Outline

Time	Module	Key Topics/Activities	Output
09:30 am to 10:30 am	<p>Module 2: CONNECT: Building Trust and Speak-Up Climate</p> <p>Learning Activity: Speak-Up or Stay Silent? Participants analyze workplace situations where employees may hesitate to raise concerns and identify supervisor responses that either encourage or discourage speaking up.</p>	<ul style="list-style-type: none"> • Why people hesitate to speak up • Trust as a daily supervisory behavior • Encouraging early warning and honest updates • Responding properly when people raise concerns • Building psychological safety without lowering standards 	<ul style="list-style-type: none"> • Speak-up response guide
10:30 am to 10:45 am	Morning Break		
10:45 am to 12:00 nn	<p>Module 3: ALIGN: Clarifying Priorities, Ownership, and Standards</p> <p>Learning Activity: Make the Task Clear Participants rewrite vague work instructions into clearer execution commitments using priority, owner, standard, deadline, and escalation trigger.</p>	<ul style="list-style-type: none"> • Clarifying what matters today, this week, and this month • Defining task ownership • Setting standards of quality, speed, and completeness • Clarifying decision boundaries • Knowing when to escalate • Running short daily alignment huddles and check-ins 	<ul style="list-style-type: none"> • Daily alignment checklist
12:00 nn to 01:00 pm	Lunch Break		

Workshop Outline

Time	Module	Key Topics/Activities	Output
01:00 pm to 02:00 pm	<p>Module 4: Follow-Through Tools for Accountability</p> <p>Learning Activity: From Agreement to Follow-Through Participants convert a typical work discussion into a simple follow-through tracker with owners, deadlines, status, next steps, and escalation points.</p>	<ul style="list-style-type: none"> • Accountability as clarity plus follow-through • Making commitments visible • Tracking progress without micromanaging • Closing the loop • Handling missed commitments respectfully • Using follow-through boards, trackers, and check-ins 	<ul style="list-style-type: none"> • Follow-through tracker
02:00 pm to 03:00 pm	<p>Module 5: RECOGNIZE: Reinforcing Good Work and Correcting Performance</p> <p>Learning Activity: Recognition and Feedback Practice Participants practice turning vague praise and vague correction into specific, behavior-based messages.</p>	<ul style="list-style-type: none"> • Why recognition matters in daily execution • Recognizing effort, progress, ownership, and useful behavior • Giving specific and sincere recognition • Correcting performance using factual feedback • Avoiding vague, emotional, or delayed feedback • Balancing encouragement and accountability 	<ul style="list-style-type: none"> • Recognition and feedback script bank
03:00 pm to 03:15 pm	Afternoon Break		
03:15 pm to 04:15 pm	<p>Module 6: ENABLE: Removing Barriers and Coaching in the Flow of Work</p> <p>Learning Activity: Barrier Diagnosis Practice Participants analyze execution problems and identify whether the root barrier is clarity, capability, motivation, resources, process, coordination, or authority.</p>	<ul style="list-style-type: none"> • Common barriers to execution • Skill, will, clarity, resource, and system barriers • Coaching people during actual work • Asking better questions before giving instructions • Removing barriers within the supervisor's control • Escalating issues properly when support is needed 	<ul style="list-style-type: none"> • Barrier diagnosis and coaching guide

Workshop Outline

Time	Module	Key Topics/Activities	Output
04:15 pm to 04:45 pm	<p>Module 7: Building the Supervisor’s Daily Execution Routine</p> <p>Learning Activity: Design My Supervisor Execution Routine Participants create a practical routine they can use with their team after the workshop.</p>	<ul style="list-style-type: none"> • Daily, weekly, and monthly supervisory routines • Huddles, check-ins, reviews, and one-on-one conversations • What to monitor without micromanaging • How to keep routines simple and sustainable • Building habits that support execution and morale 	<ul style="list-style-type: none"> • Personal supervisor execution routine
04:45 pm to 05:00 pm	Learning Action Planning and Workshop Close	<ul style="list-style-type: none"> • Start-Stop-Continue reflection • Personal supervisor commitment • Action planning • Workshop synthesis 	<ul style="list-style-type: none"> • Supervisor execution action plan

Workshop Methodology

The workshop will use practical and interactive online learning methods, including:

- Short concept discussions
- Guided reflection
- Practical tool demonstrations
- Scenario analysis
- Breakout discussions
- Script writing
- Conversation practice
- Checklist and tracker building
- Action planning

Facilitator's Profile



Edwin C. Ebreo

CEO & Founder of
ExeQserve Corporation

Why is Ed Ebreo your best choice for conducting this training?

Ed is recognized by the Philippine Society for Talent Development as a Certified Professional Training Designer (CPTD), and Certified Professional Training Facilitator (CPTF). He contributed significantly in the design and delivery of related certification courses to numerous practitioners.

Edwin is a seasoned expert in Organization Development and Talent Management with three decades of diverse experience spanning retail, financial, BPO, and HR consulting sectors. As President of the Philippine Society for Talent Development and host of "Usapang Training Atbp.", he plays a vital role in advancing the talent management practice in the country. Renowned for his proficiency in facilitating strategy formulations, policy development, and change management initiatives, Ed has led numerous projects aimed at enhancing organizational effectiveness and talent development. Widely recognized for his prowess in designing and implementing learning activities tailored to meet clients' unique needs across various industries, his commitment to empowering HR practitioners and individuals underscores his passion for nurturing talent and driving organizational success.

Learning Investment

Details	Duration	Early Bird Rate	Date
The Supervisor's Daily Leadership Execution Toolkit Workshop	8 hours	Php 1,680.00 (VAT inclusive)	July 21, 2026

Payment and Registration

Register through our online registration form (<https://forms.gle/4dnwTdgpczjnyG4K6>)
And follow the instructions to settle your payment.

You may also opt to register through our Account Managers:

Step 1 - Send us a list of participants you want to register. Kindly include their full names, designations, and email addresses.

Step 2 - For the invoice, also provide the following:

- BIR 2303
- Key contact person (Full Name/Designation/Contact Number) for billing purposes.
- Billing Delivery Address

Step 3 - Settle your payments through bank transfer or bank deposit, and send us a copy of the proof of payment.

Bank Details

Account Name: EXEQSERVE CORPORATION

Account No. : 000-0005962-081

Bank: Security Bank (Dela Rosa Branch)

About ExeQserve

EXEQSERVE CORPORATION is an HR and Organization Development solutions provider that has been operating since 2007. As a strategic partner, we have helped our clients build high-performing teams by offering training, public workshops, and other HROD interventions.

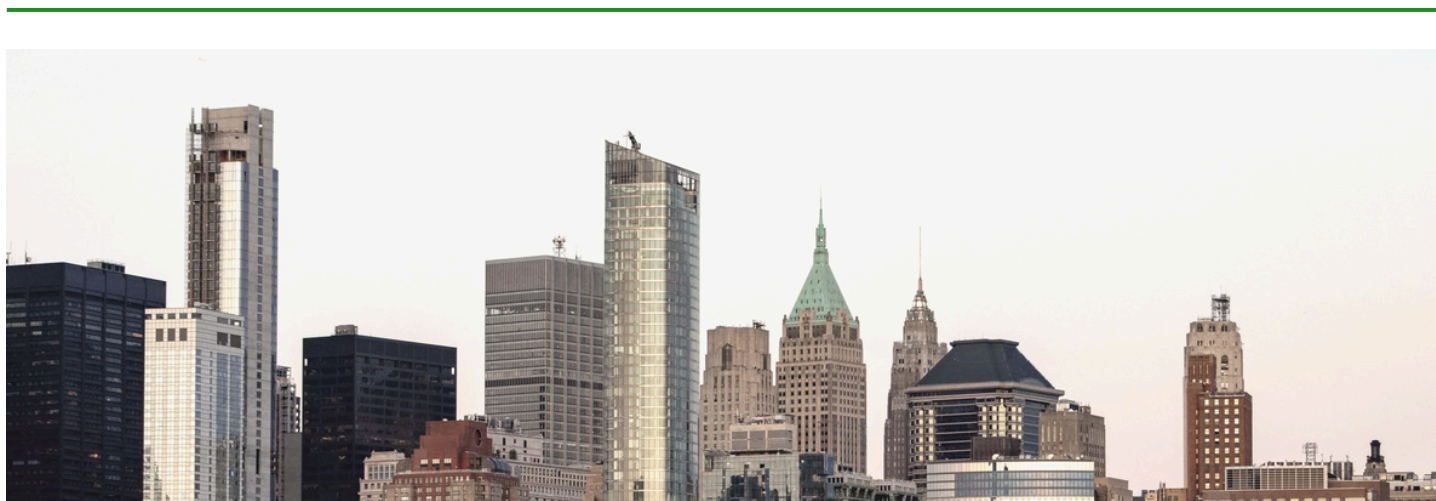
Training

ExeQserve Training will work closely with you to identify your training needs. We tailor-fit our programs to ensure that your employees get exactly what they need. With our passion for fun, balanced with our practical and skills-focused approach, we deliver training that is right for you.

At ExeQserve, we believe that the best way to develop employees' capacity to perform is through a strategic talent development approach.

Consulting

ExeQserve HROD Consulting does its best to understand your organization, its goals, and aspirations, and its current situation and identify the best solution to help enable and empower your employees to contribute to goal achievement. We design employment policies, incentive programs, performance management systems, and other interventions to help you achieve organizational alignment.



Mission and Vision



Our Vision

Powered by a successful team of professionals, ExeQserve shall be a sought-after partner of local and international organizations for our innovative and high quality talent and organization development solutions.



Our Mission

We are committed to providing outstanding services to help companies build teams of high performing individuals



Our Values

Our people are committed to giving value-adding services through:

Pursuit of Excellence

Creativity & Resourcefulness

Customer Intimacy

Flexibility

Teamwork

Fun