



Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

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Introduction to Supervision (2 days*)

"Supervisors have one of the most important roles in any organisation – to maintain both the volume and quality of work produced. Without them nothing much of value would get done!"

Benefits of attending this course...

A supervisor is neither a fully-fledged manager nor just simply a member of the team (which can be difficult for newly appointed supervisors to reconcile).

Your role is to ensure that work is planned and executed in a timely and safe manner, whilst maintaining appropriate standards of quality. You also need to motivate and support the team. This course is designed to help you cope with these demands more effectively.

Who is it for?

Those who aspire to be supervisors, those who are new to the role or those who wish to refresh their existing skills.

Objectives

By the end of the training you will be able to...

-  Describe the pivotal role that effective supervision plays in your organisation.
-  Employ a range of proven techniques and concepts to become more effective as a supervisor.

Content

- ✓ The role of the supervisor within the organisation.
- ✓ How to manage the team, the task and the individual.
- ✓ The importance of self-management and personal organisation.
- ✓ Essential communication skills that every supervisor should develop.
- ✓ Empowering others through delegation.
- ✓ Theories of motivation (and how we can use them at work).
- ✓ Staff development and performance management issues.
- ✓ Opportunities for further development and promotion.

***NB:** this course can be reduced in duration (or extended) depending on the chosen content and the amount of time assigned to practice your skills.