

BASIC SUPERVISORY SKILLS

<i>Course Code(s)</i>	<i>Course Date(s)</i>
SS1	6 th March 2013
SS2	16 th April 2013
SS3	24 th October 2013

<i>Main Aim and Key Benefits:</i>	<p>Although the ability to lead a team improves with experience, the benefits of acquiring the key skills cannot be over stated</p> <p>This course is designed to meet this need for those new to a supervisory role or preparing to become supervisors.</p>
<i>Course Content</i>	<ul style="list-style-type: none"> • What makes an effective supervisor • Task management • Correcting standards • Dealing with difficult team members • Personal action plan
<i>Training Methods:</i>	<ul style="list-style-type: none"> • Presentations • Syndicate exercises • Management games • Group discussions
<i>Who will benefit from attending:</i>	Supervisors and members of staff being considered promotion
<i>Duration:</i>	1 day
<i>Certification:</i>	By OBT and Progressive Training
<i>Fee (excl VAT):</i>	£167.50
<i>Training Provider:</i>	Progressive Training