

BASIC SUPERVISORY SKILLS (LEVEL 1)

<p>Main Aim and Key Benefits:</p>	<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>
<p>Course Content</p>	<ul style="list-style-type: none"> • What makes an effective supervisor? • Task management • Correcting standards • Dealing with difficult team members • Personal action plan
<p>Training Methods:</p>	<ul style="list-style-type: none"> • Presentations • Syndicate exercises • Management games • Group discussions
<p>Who will benefit from attending:</p>	<p>Supervisors and members of staff being considered for promotion</p>
<p>Duration:</p>	<p>1 day</p>
<p>Certification:</p>	<p>By OBT and Progressive Training</p>
<p>Training Provider:</p>	<p>Progressive Training</p>