

SUPERVISORY SKILLS LEVEL 2

<p>Main Aim and Key Benefits:</p>	<p>This module will build on the skills obtained on the Basic Supervisory Skills. Delegates will be able to identify their own personal work style. The course will also cover principles and methods of communication in the workplace together with the benefits and process of delegating and how to motivate their team members.</p>
<p>Course Content</p>	<ul style="list-style-type: none"> • Identifying your work style • Effective communication • Delegation • Motivating your work team
<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 – this is a development module to follow the Basic Supervisory Skills Programme (this could be attended prior if dates are more suitable)</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>