



OBT

## OBT Course Outline

### SUPERVISORY LEVEL 4

<b><i>Main Aims and Key Benefits:</i></b>	<p>This is one of 4 supervisory programmes designed to provide key management skills for team members new to, or with minimal experience of, a supervisory role.</p> <p>NB: It is advised that Supervisory Level 1 is attended before this module</p>
<b><i>Course Content:</i></b>	<ul style="list-style-type: none"><li>• Benefits of investing in your people</li><li>• Analysing training needs</li><li>• Planning training and development</li><li>• Evaluation of training and development</li><li>• Reviewing policies and procedures</li></ul>
<b><i>Training Methods:</i></b>	<ul style="list-style-type: none"><li>▪ Syndicate exercises/group discussions</li><li>▪ Role plays</li></ul>
<b><i>Who will benefit:</i></b>	<p>Junior managers and supervisors new to, or with minimal experience of, their role</p>
<b><i>Duration:</i></b>	<p>1 day</p>
<b><i>Certification:</i></b>	<p>OBT and Progressive Training</p>
<b><i>Training Provider:</i></b>	<p>Progressive Training</p>