



Basic Supervisory Skills Course

Course Overview

Many people find themselves in positions of responsibility or in supervisory roles almost without realising it or indeed without having had any formal training.

Our two days Basic Supervisory Skills training course not only provides an understanding of the techniques required for effective supervision but has been designed to give delegates the confidence to use those techniques.

The Basic Supervisory skills training course is suitable for any person who has responsibility for managing a number of people at a functional level within an organisation.

What you will learn

At the conclusion of this course delegates will be able to:

- Define their roles and responsibilities as a first line manager
- Evaluate their own preferred leadership style and learn how to modify it across a range of everyday work situations
- Identify with the knowledge, skills and appropriate leadership behaviours required for effective supervision
- Understand what causes motivation and how to develop it within a team Determine how and when to delegate
- Understand and practice effective communication at team and individual level

Course Content

The basic supervisory skills training course covers the following topics:-

- Supervisory roles & responsibilities
- Basic employment law update
- Leadership styles and their impact
- Practical exercise – developing your coaching style
- How to be in charge
- How to improve performance – team & individual
- How to communicate & motivate
- Management vs leadership
- How to deal with difficult staff - discipline & control case studies
- Milestones & evaluation

Duration: 2 days