

The Professional Supervisor



In today's changing workplace, many new supervisors are unsure of their roles and responsibilities. They have little experience dealing with the challenges of managing work through others. They haven't had the opportunity to develop those critical skills of planning work, leading their group, and communicating with their employees, their colleagues, and their manager. This **three-day** workshop will give you just that opportunity.

How You Will Benefit

At the end of the workshop you will:

- Understand the scope and nature of the supervisory position.
- Learn some ways to deal with the challenges of the role.
- Recognise the responsibilities you have as a supervisor, to yourself, to your team, and to your organisation.
- Identify key techniques to help you plan and prioritise effectively
- Acquire a basic understanding of and develop strategies for leadership, team building, communication, and motivation and what part they play in effective supervision.

What You Will Cover

- Adjusting to your role
- A supervisor's responsibilities
- Making plans
- Setting goals
- Leadership
- The Situational Leadership model
- Problem employees
- Synergy
- Trust
- Team development
- Communication skills
- Motivation
- Orientation
- Training
- Providing feedback
- Delegation
- Dealing with conflict
- Discipline

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

YES! Enrol me now!

REGISTRATION FORM The Professional Supervisor

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: MasterCard / Visa Only			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

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