



SUPERVISOR

Induction & Pre Course Briefing (Half Day)

Familiarisation / Induction Handbook / Strengthsfinder Book, Learning Styles / folder & overview of programme / dates, expectations, logistics / questions / work based project / support / contacts

Workshop 1 Being an Effective Supervisor (1 Day)

Responsibilities, skills, expectations, behaviours & strengths

Workshop 2 Conscious Communication (1 Day)

Key components, listening, types, personal impact & influence

Workshop 3 The Challenge of Change (1 Day)

Understanding the environment, essential communication, human needs, dealing with now & planning for the future

Workshop 4 The Ups & Downs of Performance Management (1 Day)

Responsibilities, expectations, the individual & team, valuing strengths & handling difficult situations

Workshop 5 Getting the Best From People (1 Day)

Encouragement, coaching, instructional techniques, improving knowledge & skills, valuing strengths & development

Workshop 6 Building a Successful Team (1 Day)

Communicating, understanding team roles, maximising strengths, valuing differences, encouraging an open, productive & ethical culture, the same values & one mission

Review & Evaluation (Half Day)

Review the programme & measure its effectiveness on performance. Demonstrate how it has enabled participants to make a difference to their organisations. Highlight changes in their style which have led & will lead to improvements in terms of managing their teams, plan the next stages of personal development

Learning Methods

6 Workshops

Self Assessments

Trainer Led Discussion

Work in pairs & groups

Delegates' shared experience

Real life business examples

Case studies

Up to date employment law

Up to date behavioural research & findings

Individual Reflective Feedback

Work Based Project

1:1 Coaching (where appropriate)

Personal Development Action Plan

Continuing support – recommended websites, books, publications, journals, online talks

Video based learning

Management theory & models – some established & new

Reference to company policy & procedures

