Introduction to Supervision

This course is aimed at providing supervisors and team leaders The essential   knowledge and skills to effectively perform supervisory duties.

Modules

- The Management Process
- Supervisor's Job
- Communication (Network and Reporting Lines)
- Objectives and Performance Standards (Principles +)
- Performance Management (Standards & Results)
- Managing Conflict
- Leadership (Linkage to Supervision)
- Motivation
- Managing and Controlling Costs
- Counseling
- Time Management
- Delegation

Learning Outcomes

By the end of the course, the participants will be able to:

- Define management and understand its importance in Supervision;
- Identify specific supervisory roles and responsibilities;
- Demonstrate their skills and knowledge in performing supervisory functions.

The participants will have a better understanding of effective supervisions and how to manage supervisory responsibilities.

5 Day Workshop

Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Wrapping up

- Activities
- Words from the Wise
- Review of Parking Lot
- Lessons Learned