

Fundamentals of Supervision

Are you new at leading a team and are you trying to learn on the run?

Do you manage or lead others, want to **build your skill set** and ensure that you and your team are working efficiently and effectively?

This practical course presents the fundamentals of effective supervision: leading, communicating, and getting results.

As well, for leading hands/supervisors, this two-day course is designed to help you get started covering the important elements of being a good team leader. The course will encourage supervisors to perform better in the role and provide skills and confidence to deal more effectively with team members.



Course Content

- Develop effective supervisory skills
- Occupational, Health and Safety responsibilities
- The qualities of effective teams and how to assess your own team's performance
- Communication skills
- How to direct, delegate, coach, motivate and support other
- Resolving interpersonal and inter-group conflict.

Who Should Attend

Current supervisors without any formal training, leading hands or team members wishing to improve the skills nominated within the course content outline.



Learning Outcomes

As a result of attending this course, participants should be able to:

- Understand the requirements of the team leader role
- Know your 'duty of care' and OHS responsibilities
- Contribute to team outcomes
- Support team cohesion
- Participate in the work team
- Communicate effectively at all levels.

Duration	2 days
Times	8.00am to 4.00pm
Venue	33 Hanwell Way, Bassendean
Cost	\$495 p/p (inclusive of GST on catering)
Dates	8 - 9 Feb 8 - 9 Jul 4 - 5 Mar 5 - 6 Aug 8 - 9 Apr 2 - 3 Sept 6 - 7 May 7 - 8 Oct 3 - 4 June 4 - 5 Nov

Bookings:

1. Phone on (08) 9379 9999
2. Email training@aveling.com.au
3. Fax 08 9379 9888