



Fundamentals of Supervision



Overview

Leading others can be a tough job. As a supervisor or team leader you may be required to direct, encourage, motivate and help your staff achieve their highest potential. At the same time you must complete your own tasks and meet business goals.

This practical, interactive two-day course covers the essential aspects of being an effective supervisor. The skills learnt will assist your staff to increase their performance and deal confidently with team members.

The course will focus on delegation, time management techniques, leadership strategies, goal setting and conflict resolution.



Intended for

Supervisors and team leaders without formal training or those seeking the next step in their career progression.

Learning Outcomes

- Identify the role of a supervisor
- Establish effective workplace relationships
- Promote team effectiveness
- Communicate effectively at all levels

Qualification Pathway

Candidates have the option of completing a work based project covering two units of competency that can contribute to the achievement of a Certificate IV or Diploma qualification.

- Certificate IV in FLM
 - BSBWOR401A Establish effective workplace relationships
 - BSBWOR402A Promote team effectiveness
- Diploma of Management
 - BSBWOR401A Establish effective workplace relationships
 - BSBSWOR502B Ensure team effectiveness

Certification

On successful completion of workplace assignments, a Statement of Attainment will be issued for the nominated Units of Competency.

Duration:	2 days	
Time:	8.30am to 4.00pm	
Fee:	\$550.00* (including GST on catering)	
Dates	February	02-03
	April	12-13
	May	03-04
	May-June	31-01
	July	05-06
	August	30-31
	October	04-05
	November	01-02

**Light lunch, morning and afternoon tea included.*

BOOKINGS

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