



Supervisor Training Roles & Responsibilities



TRAINING OPTIONS:

Online - unaccredited
Classroom – unaccredited

WHAT WILL YOU RECEIVE?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion

Course Outline

OVERVIEW

This course is designed to help participants overcome many of the supervisory problems that they will encounter as a workplace leader. Learn how to deal with the problems that a new supervisor encounter.

OUTCOMES

You will learn:

- Adjust to the supervisor's role with confidence.
- Develop your skills in listening, asking questions, resolving conflict, and giving feedback to employees.
- Identify key attitudes that you can develop to enhance your supervisory skills.
- Use time management and planning techniques to maximize your success.
- Develop a technique for giving instructions that are clear and understood.
- Understand the importance of developing good relationships with employees and peers, so you are seen as fair and consistent

DURATION

9am – 11am (online) OR 9am – 2.30 pm (classroom)