



## **SUPERVISORY MANAGEMENT SKILLS FETAC ACCREDITED LEVEL 6**

### **OVERVIEW**

Four Units

- Unit 1 Supervisory Management
- Unit 2 Operational Planning
- Unit 3 Team Leadership
- Unit 4 Organisational Skills

**Duration: 4 Days**

### **WHO IS THIS COURSE FOR?**

This Supervisory Management training course is aimed at individuals who are currently or recently employed at a supervisory level or aim to be promoted to supervisory position. Ideal for staff members who have supervisory experience and wish to have an appropriate practical and relevant recognized certification on the national and European framework of qualifications, this course will provide the critical skills, knowledge and attitudes required achieve potential and become an excellent supervisor.

### **OBJECTIVES**

At the end of the **Supervisory Management Module** participants will be able to

- Detail the characteristics of a highly effective supervisor
- List the ingredients for effective verbal and non verbal communication
- Recognise, harness and capitalize on different learning styles, personalities and behaviours
- Facilitate constructive feedback that motivates team members to strive for increased performance.
- Earn respect and not expect respect



- Identify different motivation strategies and ultimately motivate team members in accordance with international best practice
- Implement the Time Efficiency Cycle and achieve the critical time required to address the pre-requisites for delegation; namely training and planning

30.

At the end of the **Operational Planning Module** participants will be able to

- Explain the benefits of planning.
- Develop effective, realistic and accurate plans that surpass targets
- Explore a range of different short, medium and long term plans employed in the workplace
- Undertake a training needs analysis for team members
- Develop and deliver a 1-2-1 skill demonstration plan in accordance with international best practice.

At the end of the **Team Leadership Module** participants will be able to

- Understand what teamwork is and how it works
- Apply the situational leadership model and provide the right style of leadership at the right time, appropriate to the task and individual.
- Facilitate group meetings for problem solving and planning.
- Manage and address difficult personalities and behaviours in accordance with legislation and company procedures and policies.
- Recognize the different stages of group development.
- Conduct performance appraisals.

At the end of the **Organisational Skills Module** participants will be able to

- List the functions of a supervisor/manager
- Delegate effectively in accordance with international best practice
- Apply best practice in time management
- Maximize Meetings
- Deliver presentations and recognise best practice with regard to designing powerpoint slides.



**HOW WILL YOU LEARN?**

This course is delivered using international best practice in adult learning. As a result the programme highly participatory using a range of training tools, methods and techniques to ensure that participants get the opportunity to share experiences and knowledge, learn from each other and are given the opportunity to apply and practice the critical skills, knowledge and attitudes required to be an excellent supervisor.