

# SUPERVISORY FUNDAMENTALS

A **NON - ACCREDITED** SHORT COURSE WITH



— SIGNIFY —

**LEARNING ACADEMY**

where learning becomes a journey

## PROGRAMME PURPOSE

This practical, interactive workshop covers the fundamentals of supervision: Plan, Organise, Lead, Control. The entire content is based on a simulation which will develop said fundamentals in an experiential manner.

## WHO SHOULD ATTEND?

This programme is for anyone with people reporting to them like:

- First time managers/supervisors/foreman/team leaders
- Those acting in management positions

## COURSE OUTLINE

### MODULE 1 – PLANNING

The first of the supervisory functions is **planning**. In this step, the manager will create a detailed action plan aimed at some organisational goal. This module will focus on:

- Company Values
- Company Strategy
- Goal setting

### MODULE 2 – ORGANISING

The second of the supervisory functions is **organising**. This step requires a supervisor to determine how he/she will distribute resources and organise employees according to the plan. This module will focus on:

- Communication
- Meetings
- Time Management

### MODULE 3 – LEADING

The third of the supervisory functions is **leading**. This supervisor spends time connecting with the team on an interpersonal level. This module will focus on:

- Management vs Leadership
- Leadership Styles
- Team Building

## MODULE 4 – CONTROLLING

The fourth step of the supervisory functions is **leading**. This goes beyond simply managing tasks. Rather it involves communicating, inspiring, and encouraging employees towards a higher level of productivity. This module will focus on:

- Motivating others
- Performance Management

## DURATION



1 Day

## LOCATION



**Public** (at our premises in Centurion) – An individual attending  
or

**On-site** (at your company premises) – A minimum number of learners, please enquire

## CERTIFICATION / RECOGNITION



Upon completion, the learner will receive a Certificate of Attendance.

## SIGNIFY ENTRY REQUIREMENTS

Learners should be competent in Communication and Mathematical Literacy at NQF Level 3.

## CONTACT US



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