



OBT

OBT Course Outline

SUPERVISORY LEVEL 1

Main Aims and Key Benefits:	<p>This is one of four supervisory programmes designed to provide key management skills for team members new to, or with minimal experience of, a supervisory role.</p> <p><i>NB: It is advised that Supervisory Level 1 is attended before Supervisory Level 2-4</i></p>
Course Content:	<ul style="list-style-type: none">▪ The key responsibilities of a supervisor and the attitude, skills and knowledge needed to become effective▪ Points to consider when allocating tasks to your staff, and how to control the completion of them▪ A supervisor's responsibilities in respect of ensuring operational standards are maintained▪ The recommended procedure to adopt when carrying out corrective coaching in the workplace when a drop in standards has been observed
Training Methods:	<ul style="list-style-type: none">▪ Presentations▪ Syndicate exercises▪ Group discussions▪ Role plays▪ Personal Action Plans
Who will benefit:	<p>Junior Managers and Supervisors new to, or with minimal experience of, their role</p>
Duration:	<p>1 day</p>
Certification:	<p>OBT and Progressive Training</p>
Training Provider:	<p>Progressive Training</p>