



# Professional, Workforce, Career and Executive Education

<b>Course Name</b>
Certificate in Supervisory Management
<b>Duration</b>
8 Weeks
<b>Cost: \$40,000.00</b>
<b>Training Date:</b>
See Calendar for dates: <a href="http://www.captech.edu.im/calendar.php">www.captech.edu.im/calendar.php</a>
<b>Certification: NCTVET/CAPTECH</b>

## Course Description

This is for anyone that seeks or is currently in a supervisory and/or managerial role within an organization. Participants will be introduced to the fundamental skills required of new supervisors and/or managers as well as those with experience to position them for success in their supervisory or managerial positions. Participants will gain a breadth of exposure to many topics essential to the supervision and managerial process.

Our offers comprehensive training in many important areas, including:

- Analyse fundamental principles of management
- Describe a typical organisational structure and function
- Identify your leadership style
- Discuss the impact of individual differences on team performance
- Create a personal development plan
- Explain characteristics of effective leaders
- Discuss the importance of accountability, compliance and social responsibility in supervision
- Implement an effective performance management plan
- Effectively make decisions as a leader
- Allocate your time more effectively
- Improve listening and communication skills
- Create an effective benchmarking program to measure productivity
- Manage budgets and implement costs control measures
- Develop a corporate culture
- Prepare for negotiations
- Assess operational risks
- Identify essential skills for effective project management
- Develop a High Performance Organization

## Course Outline

- Individual Differences and Team Excellence
- Personal Development Planning
- Developing Effective Leadership Skills

- Accountability in Supervision
- Performance Management
- Motivating Your Team
- Mentoring and Coaching Your Team
- Decision Making and Time Management
- Effective Interpersonal Communication and Assertion Skills
- Productivity and Benchmarking
- Cost and Budgetary Control Measure
- Change Management Principles and Strategies
- Negotiation Strategies
- Discipline and Grievance Management
- Risk Assessment
- Project Management
- High Performance Organizations

## **Assessment**

Work-based Practical Assignment