



## **Ignite Your Supervisory skills**

Would you like to:

*Manage your staff to the best of their ability?*

*Have the skill to lead and empower your staff?*

The basic grounding in being an outstanding manager

**If you have answered "yes" to any of these questions...**

Then send your rookies on our 3-day, Seta accredited, training course on management where they will improve their basic skills and expectations of their duties. The costs of this course can be claimed back against your skills levy.

**Level 4 Credits 10 Units Std 14667**

**TARGET GROUP:** For all new and existing managers

### **Content**

- ✓ *Planning/Organisation/Supervising/Delegating*
- ✓ *Identifying your resources*
- ✓ *Role and responsibility of management*
- ✓ *Identifying individual roles within the work team*
- ✓ *Responsibility, accountability and delegation*
- ✓ *Problem solving and decision making*
- ✓ *Disciplinary task of managers*
- ✓ *Leading function in the organisation*

### **Outcomes**

- ✓ *Application of conclusions in making managerial decisions*
- ✓ *Identification of structure involved in the management process*
- ✓ *Implementation of different strategies in managing various arising situations*
- ✓ *Identifying various roles within the company*
- ✓ *Motivation of staff*

***Improve your management skills - lead and empower staff***

inspire educate energize



**SACHA TRAUB**

Ignite Business Services

(DN 1230/02/11/05)