

SKILLS DEVELOPMENT COURSE: MANAGEMENT / SUPERVISORY SKILLS

COURSE SPECIFICATIONS

Course Code:	SDF-MSS
Course Length:	1 Day
Start Time:	08:30
End Time:	15:30
Available for:	Local or On-Site Training

PURPOSE

To provide management with the knowledge and skills to make sure every manager and supervisor understand their duties and responsibilities regarding the legal requirements in terms of the Occupational Health and Safety Act 85 of 1993.

TARGET AUDIENCE

This course is designed for all managers and supervisors.

LEARNING OUTLINE

1. ELEMENT 1

To plan, organise and allocate work.

Focus 1

The work plan will be aligned with the work unit's business plan.

Focus 2

Communication methods applied could facilitate work unit understanding of the procedure.

Focus 3

Work will be planned and allocated in a participative manner, in accordance with resourcing requirements.

Focus 4

Understanding by individuals within the work unit of their roles, responsibilities and accountabilities will be facilitated effectively.

Focus 5

Work in progress will be aligned with allocated costs.

2. ELEMENT 2

To manage interpersonal team processes to achieve required outputs.

Focus 1

Processes to monitor work progress will be developed and set in place.

Focus 2

Progress against plan will be continuously tracked.

Focus 3

Accurate progress information will be collected and reported.

Focus 4

Progress reports will be analysed, and necessary corrective action taken accordingly

3. ELEMENT 3

To evaluate achievement of work unit objectives.

Focus 1

Financial and work plan outcomes for the work unit / teams will be consolidated and standard results identified.

Focus 2

Results will be compared with key performance areas as identified in the work plan.

Focus 3

Results will be reported in the format required by the organisation.

Focus 4

Results will be communicated to the team in an attempt to create benchmarks and improve productivity.

INCLUDES THE FOLLOWING

1. Course Material
2. Notes
3. PoE (if applicable)

For local training at a Onetrust training venue:

1. Refreshments
2. Lunch

*Catering is the responsibility of the client for on-site training.

CERTIFICATION

Currently, this course is only available for non-accredited training, and therefore candidates will receive a *Certificate of Training/Attendance*, as no form of assessment will take place.

MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.) We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes.

CONTACT DETAILS

Further enquiries may be directed to:

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