

## Supervisory Skills

**Length of course: 1 day**

**Is this the right course for me?**

This course is suitable for anyone who is currently responsible for other members of staff/employees or those who are aiming to develop into such a role or likely to be promoted to a similar role.

**What will I learn?**

You will recognise how, as the first line of management within an organisation, you are an integral link between senior management and the workforce.

**Pre-Course Requirements**

There are no formal requirements for learners who want to attend this course.

**Subjects covered will include for example:** authority, responsibility, interviewing, team building, motivation, assessments/appraisals, dealing with challenges, and self personal development.

**How will I learn?**

The tutor will explore skills, techniques and present relevant & typical scenarios/ problems, which you will attempt to manage and resolve in discussion and through working with other learners.

**Will I gain a qualification?**

You will not gain a formal qualification but you may receive a Certificate of Attendance and Achievement from your tutor.

**What can I do next?**

Institute Leadership & Management Team Leader Award - please ask the skillscentre:mk team for more details.

Other course information can be found on [www.careersadvice.direct.gov.uk](http://www.careersadvice.direct.gov.uk) or with a NEXT STEP advisor.

**What do I need to bring to classes?**

Note pad and pen.

**Can I talk to someone about my course before I start?**

It is usually possible to put you directly in touch with the tutor if a member of the skillscentre:mk team cannot answer your query.