

making the transition to supervision effectively change your responsibilities and role

fmi course number: ML06

Duration
1 day

.....course overview

This course helps you prepare for the change of responsibilities and role from team member to a team leader. You will gain an understanding of your key responsibilities and lessen the stress that such a change may bring. You will be given a toolbox full of useful approaches to your new role.

This is a very useful introduction to further management development programs available through the Frontline Management Institute including the Certificate IV in Business (Frontline Management).



.....key content

- Moving to a new role as supervisor – meeting the challenges and avoiding the pitfalls
- Responsibilities of a supervisor
- Expectations of your performance – your boss, your team, your peers and your organisation
- Attributes of a leader
- Understanding team motivation
- Leadership styles for the situations you face
- Basic planning for the team and yourself
- Effective delegation
- Effective communication and feedback from the team
- Coaching team members
- Keys to time management

.....what objectives can I achieve?

1. Understand your new role and your responsibilities
2. Identify other's expectations of your performance – your boss, your team, your peers and your organisation
3. Develop credibility as a leader and motivator with your team
4. Select appropriate leadership styles for the situations you face
5. Carry out basic planning
6. Delegate effectively and follow up on delegation
7. Establish effective communication and feedback from the team
8. Coach team members
9. Manage time effectively as a supervisor

Who this course is useful for

All people who are either moving into a supervisory role or people in their first year of such a role.

Client Feedback

*"Great course. I loved it. Very well presented. I feel I have gained a lot of useful skills and techniques I can use in work and personal life. I left with an extremely feel good and pumped attitude"*K. Cassidy – Phoenix Trading

Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

Assessment

There is no formal assessment in this course

Dates and locations

Course Dates: Sydney
For dates please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Time: 9am to 4.45pm

Location is close to Sydney CBD. You will be advised of the exact location by email one week prior to commencement.

Fees

For fees please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course.

Booking

To book, phone +612 9660 0199

Email fmi to find out how we can help you:
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