

BTC Training (Africa)(Pty) Ltd

1999/018931/07

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TRAINING CENTRE: 9 Pickers Place, 33 Second Avenue, Alberton North

Supervision of Personnel

NQF Level 4

Credits: 2

Unit standard:

15234 - Apply efficient time management to the work of a department/division/section.

Duration: 14 hours

Price on request (Min 5 Max 20 delegates)

Target group: Persons who are in a supervisory position or those who are ready to be appointed to that position.

Course outcome: Delegates will understand the principles of the supervision process and will demonstrate the skills and techniques required to strengthen supervision in the organization.

Course contents:

- ❖ Understanding Supervision
- ❖ Leadership
- ❖ Motivation & Productivity
- ❖ Communication
- ❖ Time management
- ❖ Decision making
- ❖ Delegating
- ❖ Planning
- ❖ Control

Support learning material

- ❖ Supporting Video Presentation
- ❖ Supporting Documentation
- ❖ Case Studies
- ❖ Exercises