



## **Manage Employees**

**ENT1551**

2 Days

### **Introduction:**

Mining supervisors take responsibility for directing the work of employees in compliance with the performance objectives of U6105 of the Hardrock Supervisory Common Core Program #770121. They are responsible for planning, organizing, staffing, directing and controlling work functions in a safe and productive manner. As supervisors they act as representatives for their organization and as front-line motivators. This two-day course will cover the essentials in representing the company, coaching and mentoring, conflict management, discipline, performance reviews, training and working together.

### **Process**

Participants will work in small-group exercises, cases and simulations designed to demonstrate an understanding of the learning objectives.

### **Learning Objectives:**

Participants will be able to:

- direct the activities of employees in accordance with the objectives outlined in the Hardrock Supervisory Common Core Program
- act as a company representative
- apply sound decision-making practices in the workplace
- perform mentoring functions – like performance review interviews
- manage change, manage conflicts, coach, train and develop employees
- understand the reasons employees need counseling
- discipline in a constructive manner
- address training issues in the workplace
- assign work within the training and competency levels of employees

To become fully accredited under the supervisory common core program, participants must return to their workplace and demonstrate their skills and understanding of the company's specific requirements including government legislation, company standards and manufacturer specifications for managing employees to a certified trainer.

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