



**THE
ENTERPRISE
CENTRE**

Supervision

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(2 Days)

Objective

This two-day workshop will be for anyone who needs to supervise the work of employees. It will look at the supervisor's role as a mentor, coach, counselor, and disciplinarian. These roles will be explored in the context of leading, planning, organizing and controlling functions and with a view to assigning work and setting realistic performance goals in healthy work environments.

Process

Participants will be involved in case studies and practice sessions designed to reinforce supervisory skills.

Participants will be able to:

- work with their employees to set performance standards and goals
- assign work accordingly
- apply situational leadership techniques to get the best from employees
- understand the dynamics of mentoring, coaching, counselling and discipline
- objectively review performance in a critical, positive and goal oriented manner