



# Supervisory Essentials

**Course Duration:** Minimum 2 Days, up to 5 days depending on intensity, level and needs

## PURPOSE

*The purpose of this course is to equip learners with knowledge and skills regarding the function of supervision to enable them to function effectively in emerging leadership positions.*

*It is essential for this course / programme to be tailor-made to specific needs, as this subject matter ranges from a “beginner” to “advanced” level, and therefore the intensity will vary according to our joint assessed needs.*

## MODULES:

1. Introduction to Supervision
2. Planning
3. Organising
4. Decision-making
5. Delegating
6. Problem solving
7. Coaching staff
8. Coping with difficulties
9. Work ethics

## OUTCOMES

- ✓ Define the role and functions of a supervisor
- ✓ Essential of Leadership – self and others (Leaders eat last!!)
- ✓ Define planning, and understand the importance of effective planning
- ✓ Apply the five steps of effective planning
- ✓ Know why plans fail and how to avoid the obstacles
- ✓ Analyse decision-making approaches
- ✓ Understand the different types of decision-making styles, tools, and techniques
- ✓ Apply the four steps to sound decision making:
- ✓ Define delegating and its importance – when and how, it benefits the supervisor, and the delegate/s
- ✓ Understand the potential fears related to delegating work and the essentials of change and transformation
- ✓ Define problem solving as a process
- ✓ Understand and apply a range of simple problem-solving techniques and models
- ✓ Know why coaching and mentoring is important
- ✓ Utilisation of mentoring agreements and a sample template for consideration to use
- ✓ Apply the six steps of effective coaching
- ✓ Know the causes of stress
- ✓ Apply stress management techniques
- ✓ Effectively deal with difficult team members
- ✓ Effectively deal with prejudice in the work place

## WHO SHOULD ATTEND?

All functions which include the supervision of groups and individuals – whether they are in technical, or administration functions.

Building capacity in planning, organising, delegating, monitoring and evaluation of daily tasks and activities.

This course is intended to empower, equip, and guide current and future leaders. The course can be customised and targeted at groups and levels identified.

## SPECIALIST FACILITATOR, CONTENT ADVISOR, AND ACTIVITY DESIGNER - DONALD HJUL

Specialist Facilitator and Professional OD Consultant who has over 40 years of joint experience in the Private, Public and NPO sectors across international boundaries and within many sectors and industries.

He leverages his extensive management and leadership experience—from intern to executive level—to consistently create impactful, practical, and experience-driven programs for clients focusing on the three M's: Mindset, Mechanics, and Motivation.

Our passion, is to empower individuals and organizations to achieve continuous and transformative human performance improvement, throughout the Human Capital Management landscape

### Contact Us

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