

Certificate of Completion for the Professional Supervisor

Course Information Sheet

In today's business world, the key to real success lies not only in having the right technical skills. It's just as important to have the right soft skills. Soft skills are about job enhancement, relationship management and the way we interact with people on a daily basis. There is a growing acknowledgement that developing these skills is vital to the success of any business and the growth of their employees.

These workshops target the essential skills to career enhancement in HR, Sales, Finance, Supervision and Management. Our workshops are promised to be of the highest standard.

About the Programme

- Training in house or on campus

Programme Benefits:

If your job requires you to deal with members of the public, then this programme is ideal for you. Improving your customer service skills can increase your value to your company and advance your career at the same time.

Programme outline

Chapter 1 – An outline of Management

Chapter 2 – Role of Supervisors in Management

Chapter 3 – Planning

Chapter 4 – Problem Solving & Decision Making

Chapter 5 – Control

Chapter 6 – Organising

Chapter 7 – The Role of the Supervisor in Provision, Development & Maintenance of HR

Chapter 8 – Leading

Chapter 9 – Management Issues

Programme material

The programme fee includes all course material, refreshments and lunch on campus

Certification

Upon successful completion of the programme, learners will receive a **Certificate of completion in The Professional Supervisor**

Start Dates

As per client request