

# Supervisor Skills Trainers Guide



## SUPERVISOR SKILLS PROGRAMME SESSION PLAN

<b>Session Title</b>	Module 1 - Role of an Effective Supervisor	
<b>Time</b>	45 minutes	
<b>Objective</b>	By the end of this session and without the use of notes you will be able to; <ul style="list-style-type: none"> <li>➤ Identify what skills, behaviour and values are essential for a Supervisor to be effective.</li> </ul>	
<b>What you will need to run this session</b>	<ul style="list-style-type: none"> <li>➤ Workbook</li> <li>➤ Flipchart, Pens</li> <li>➤ Nameplate for each delegate</li> </ul>	<ul style="list-style-type: none"> <li>➤ Blu Tack</li> <li>➤ Laptop with screen and slides</li> </ul>
<b>Room Set Up</b>	U shape with 2 flipcharts (if possible)	

Timing	Content
10:00 to 10:10	<p><b>Cover Aim</b></p> <p>The aim of this session is to clarify what skills, behaviour and values are essential for a Supervisor to be effective.</p> <p><b>Check Experience</b></p> <p>What particular skills and behaviours do you have that you would consider to be essential for a Supervisor?</p> <p><b>Show Slide 6 – Module 1 Objectives</b></p> <p><b>Cover Process</b></p> <p>First we will build on the pre-work by identifying the essential skills, behaviours and values of an effective Supervisor then we will cover the roles and responsibilities of a Supervisor</p>

Timing	Content
10:10 to 10:40	<p data-bbox="415 310 1136 342"><b>Group Exercise - Split the group into sub groups</b></p> <p data-bbox="415 363 1843 469">Using your pre-work discuss within your group the skills, behaviour and values essential for a Supervisor to be effective. Prioritise the list from most important to least important on the flipchart, then I would like you to present this back to the other group.</p> <p data-bbox="415 490 1850 558"><u>Each group present their output. Remember to ask questions of their output for clarification. After each group has presented their output place the flipchart on the wall with blu-tack.</u></p> <p data-bbox="415 631 1020 664"><b>Show Slide 7 – Roles and Responsibilities</b></p> <p data-bbox="415 685 1866 753">The role of an effective Supervisor is to link the planning (by management) and give direction and support to the team to enable them to carry out the tasks and objectives to ensure that goals are achieved.</p>
10:40 to 10:45	<p data-bbox="415 776 615 808"><b>Key Learning</b></p> <p data-bbox="415 829 1724 862">Please list your key learning for this module and any actions in the back of the workbook on page 38.</p> <p data-bbox="415 883 722 915"><b>Move onto Module 2</b></p>
10:45 to 11:00	<p data-bbox="415 938 680 971"><b>Tea/Coffee Break</b></p>