

Supervisor Skills Trainers Guide



SUPERVISOR SKILLS PROGRAMME SESSION PLAN

Session Title	Module 1 - Role of an Effective Supervisor	
Time	45 minutes	
Objective	By the end of this session and without the use of notes you will be able to; ➤ Identify what skills, behaviour and values are essential for a Supervisor to be effective.	
What you will need to run this session	➤ Workbook ➤ Flipchart, Pens ➤ Nameplate for each delegate	➤ Blu Tack ➤ Laptop with screen and slides
Room Set Up	U shape with 2 flipcharts (if possible)	

Timing	Content
10:00 to 10:10	<p>Cover Aim</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>Check Experience</p> <p>What particular skills and behaviours do you have that you would consider to be essential for a Supervisor?</p> <p>Show Slide 6 – Module 1 Objectives</p> <p>Cover Process</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>Group Exercise - Split the group into sub groups</p> <p>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><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>Show Slide 7 – Roles and Responsibilities</p> <p>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>Key Learning</p> <p>Please list your key learning for this module and any actions in the back of the workbook on page 38.</p> <p>Move onto Module 2</p>
10:45 to 11:00	<p>Tea/Coffee Break</p>