



# **Supervisory Skills Development Training**

For more information or to enroll contact;

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Location: C603, 6<sup>th</sup> Floor Astrol Business Center Thika Road Nairobi

#### Introduction

This is a 2 weeks training program that aims at making you an exceptional supervisor. We will meet for 5 days each week for 2 weeks. For maximum learning, the course is delivered through a combination of live and E-Learning sessions.

#### **Live Sessions**

Live sessions are held via Zoom. These are highly interactive sessions where participants are guided on key Supervisory Skills, especially in the process of developing an effective supervisor.

## **E-Learning Sessions**

Here, we have a host of prerecorded sessions, PPT notes, SSD toolkits, links etc. all aimed at equipping participants with the most current Supervisory Skills. After each session, a self-assessment quiz is provided to reinforce learning. Once a participant completes a session including the quiz, the system opens the following session.

### **Course Completion**

In order for you to be considered to have completed the course, you will need to fulfill the following criteria:

- ⊗ 80% class attendance
- Clear the fees

N/B - A certificate will be issued upon completion of the course.

#### **Course Outline**

Week 1		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 1	Introduction to Supervision	<ul> <li>Supervision Demystified</li> <li>Making the transition to a Supervisory Role</li> <li>The difference between doing and supervising</li> </ul>
Day 2	Leadership Vs Management	<ul> <li>Define and explain what leadership is.</li> <li>Understand the concept of Management</li> <li>Appreciate the similarities and differences between leadership and management</li> </ul>
Day 3	Supervisor as a Key Person in the Organization	<ul> <li>The roles of a supervisor</li> <li>Achieving organizational objectives</li> <li>The place of a supervisor on the organization structure</li> </ul>



Day 4	High Impact Leadership	<ul> <li>⊘ Principles of High Impact Leadership</li> <li>⊘ Leadership Styles</li> <li>⊘ Key skills needed to perform exceptionally well as a leader</li> </ul>	
Day 5	Principles of exceptional supervision	<ul> <li>∅ Defining problems</li> <li>∅ Assessing risks and analysing problems</li> <li>७ Problem-solving models and techniques</li> <li>⊘ Decision-making processes</li> </ul>	
Online Self-Assessment Quiz 1			

Week 2

#### **Topic Outcomes Topic** Day (By the end of the session, the learner should be able to:) Day 6 **Effective Team** ⊗ Tailoring motivation ideas to individual team members **Motivation Skills** ⊗ Non-Monetary approaches to supervision Day 7 **Emotional Intelligence** Day 8 Communicating Powerfully ⊗ Barriers to communication ○ Delivering clear, concise messages ⊗ Who is a difficult person? Day 9 Dealing with difficult

# **Online Self-Assessment Quiz 2**

Email: info@vantageafricaleaders.com

people

Stress Management

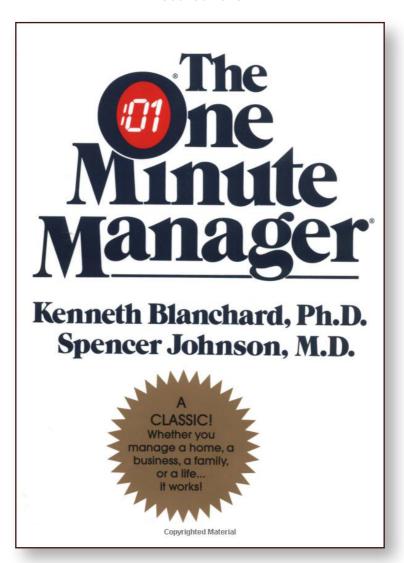
Day 10

⊗ Develop the 5 essentials for success

 ⊗ Benefits and barriers to delegation ⊗ How, when, and to whom to delegate?



#### **Course Text**



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