



Vantage Africa

School of Leadership



Supervisory Skills Development Training

For more information or to enroll contact:

Tel: +254 725 303 645

Email: info@vantageafricaleaders.com

Location: C603, 6th 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
- ✔ Complete E-Learning lessons
- ✔ 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 style="list-style-type: none"> ✔ Supervision Demystified ✔ Making the transition to a Supervisory Role ✔ The difference between doing and supervising
Day 2	Leadership Vs Management	<ul style="list-style-type: none"> ✔ Define and explain what leadership is. ✔ Understand the concept of Management ✔ Appreciate the similarities and differences between leadership and management
Day 3	Supervisor as a Key Person in the Organization	<ul style="list-style-type: none"> ✔ The roles of a supervisor ✔ Achieving organizational objectives ✔ The place of a supervisor on the organization structure

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Day 4	High Impact Leadership	<ul style="list-style-type: none"> ☑ Principles of High Impact Leadership ☑ Leadership Styles ☑ Key skills needed to perform exceptionally well as a leader
Day 5	Principles of exceptional supervision	<ul style="list-style-type: none"> ☑ Defining problems ☑ Assessing risks and analysing problems ☑ Problem-solving models and techniques ☑ Decision-making processes
Online Self-Assessment Quiz 1		

Week 2		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 6	Effective Team Motivation Skills	<ul style="list-style-type: none"> ☑ Herzberg's Motivational Theory ☑ Tailoring motivation ideas to individual team members ☑ Non-Monetary approaches to supervision
Day 7	Emotional Intelligence	<ul style="list-style-type: none"> ☑ What is Emotional Intelligence ☑ Abilities Of Emotional Intelligence ☑ Emotional Intelligence Characteristics ☑ Improving Your Emotional Intelligence ☑ Job Performance And Emotional Intelligence
Day 8	Communicating Powerfully	<ul style="list-style-type: none"> ☑ What is communication? ☑ The significance of non-verbal communication ☑ Factors that affect your communication ☑ Effective ways to communicate ☑ Barriers to communication ☑ Team communications ☑ Delivering clear, concise messages
Day 9	Dealing with difficult people	<ul style="list-style-type: none"> ☑ Who is a difficult person? ☑ What makes people difficult? ☑ Are you difficult? ☑ How to turn a difficult person into your best performer
Day 10	Stress Management	<ul style="list-style-type: none"> ☑ Develop the 5 essentials for success ☑ Getting and managing results ☑ How to develop proactive management? ☑ Benefits and barriers to delegation ☑ How, when, and to whom to delegate? ☑ Getting it done right
Online Self-Assessment Quiz 2		

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Course Text

The One Minute Manager[®]

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