

Effective Supervisor's Course

Start today
1300 738 955



5 star education experience

- ★ Qualified trainers with extensive management experience
- ★ Blended practical learning tools including videos, screencasts & manuals
- ★ Trainer support helpline and confidential self-assessment diagnostics
- ★ Real life case studies and solutions for first time supervisors and managers
- ★ Our courses have achieved a 98% student satisfaction net promotor score.

*Education for
the real world*

RTO Code - 22530

OVERVIEW

A program to assist your development as a supervisor

This course provides a practical guide to successfully develop your skills as a supervisor, team leader and manager.

Management or supervisory positions can be challenging and moving from 'hands on' skills to leading teams needs a new approach. This course helps develop the right formula to get the best results from your team and build your leadership style.

This Effective Supervisor's Course will equip you with the knowledge, skills and confidence required to ensure your team is productive and motivated. The confidential trainer interviews also help identify issues specific to your work environment. You can then tailor your learning journey to have your team perform at the highest levels.

The course is delivered in simple English, by experienced managers. They share their experience with you and the actions needed to develop your own leadership style.

What does Monarch Institute's Effective Supervisor's Course cover?

- 1 How to develop an effective leadership style
- 2 How to overcome common challenges faced by supervisors
- 3 Setting goals and sharing expectations
- 4 Effective communication with others
- 5 Building credibility and trust
- 6 Assigning work and degrees of delegation
- 7 Implementing work plans
- 8 Monitoring performance and providing feedback
- 9 How to make confident decisions and solve problems
- 10 Tips for leadership and the supervisor survival guide
- 11 Self assessment
- 12 Interactive phone/skype coaching session with trainer

How it works *

The online course can be completed at your own pace supported by scheduled phone/skype sessions with your trainer.

Step one -

Student registration and confidential online self-assessment

Step two -

Phone interview with trainer who outlines the course and identifies priorities

Step three -

Student completes the online learning with case studies, presentations and quizzes at their own pace via a unique password

Step four -

Wrap up session with a trainer and certification of course completion

Step five -

Two month follow up call with trainer to refresh and reinforce learnings

* Tailored group sessions and extended coaching available on application

By the end of this course, participants will be able to:

- Set clear expectations for team members
- Communicate effectively in the workplace
- Work more effectively as a supervisor
- Set S.M.A.R.T. goals for team members that motivate and inspire dedication
- Effectively assign work that has been set according to each employee and situation
- Master techniques to delegate effectively and confidently
- Develop approaches for conducting formal feedback
- Provide informal, constructive feedback
- Develop priorities and time management strategies as a supervisor
- Manage conflict in the workplace
- Interact with new or existing teams
- Create a path for personal development





Course costs

\$850 including

- All course materials
- Confidential self-assessments and 'test your knowledge' quizzes
- Two interactive training Interviews (via phone or skype interview)
- 'Training top up' call to check progress (2 months after course completion)
- Certificate of achievement

Enrol today

Commence your Effective Supervisor's Course with Monarch Institute today to take your supervisory skills to the next level.



To discuss the course that's right for you call us on
1300 738 955



To find out more information email us at
info@monarch.edu.au



To enrol, visit our website
www.monarch.edu.au