

Workplace Supervisor Training

WORKPLACE
TRAINING
& SUPPORT
SERVICE

Target Audience: Supervisors, Managers, Mentors & those about to be promoted

Workshop Duration: 1 day (or 2 x ½ day)

Recommended Group Size: Min. 6 – Max. 12

Workshop Overview:

This 1 day program is designed to facilitate the professional development of supervisors and mentors within industry workplaces in order to provide improved support to workers, apprentices and trainees in the workplace. It is a practical hands on program designed to support workers in their role as either a supervisor or a mentor.

Primary Objectives:

- Provide supervisors with tools to develop their leadership & workforce management skills.
- Increase general support to the workforce and support to young workers.
- Increase workplace communication and assist supervisors to deal with conflict.
- Provide tools to manage workplace bullying.
- Provide supervisors with tools to look after themselves and their workers.
- Assist supervisors to apply company policies.

Learning Outcomes:

- Provide a supportive environment where workers, apprentices and trainees are able to achieve their full potential.
- Utilise the knowledge and skills of experienced staff to maintain high quality performance and staff retention.
- Increase the resilience and wellbeing of workforces.

Key Topics:

- Leadership skills and actions.
- Relating to workers and understanding generational differences.
- Personal values and beliefs; and workplace values
- Motivating young workers
- Communication skills, conflict management and managing bullying/harassment in the workplace.
- Time management and work leisure balance.

Resources:

- Program book

For further information please contact: admin@ozhelptasmania.org.au or phone: (03) 6231 0919