SA BUSINESS SCHOOL

Lead change. Build stronger teams. Drive lasting impact.



SUPERVISOR DEVELOPMENT PROGRAMME

COURSE OUTLINE

UNIT STANDARD

242821; 242816

This course is intended for junior managers, supervisors and line managers. It introduces motivation and develops the ability to set performance goals and measures, formulate development plans, and monitor and evaluate performance.

IDENTIFY RESPONSIBILITIES OF A TEAM LEADER IN ENSURING THAT ORGANISATIONAL STANDARDS ARE MET

(Unit Standard 242821)

- Explaining the role of a team leader.
- Explaining the purpose of a team.
- Contracting with a team to obtain commitment.
- Monitoring the achievement of team objectives.

CONDUCT A STRUCTURED MEETING

(Unit Standard 242816)

- Preparing for a meeting.
- Conducting a meeting.
- Dealing with differing views in a meeting.
- Distributing records of a meeting.

DURATION
3 DAYS

CREDITS
11 CREDITS

DELIVERY METHOD
ONLINE, BLENDED AND INSTRUCTOR-LED LEARNING