

Course Title: Appraisal and Supervision Skills

Aim

The aim of the course is to establish and develop the skills set of those who have responsibility for managing team members.

Who should attend?

The course is suitable for those who are new to supervisory responsibility, or those with some experience who have received no prior supervision training. It will also be appropriate for those who are new to receiving formal supervision.

How long does the course last?

Introduction to Supervision Skills is a one day / 6 hour course.

Progression Course(s):

2 Day Advanced Supervision Skills Programme.

Course Content

- History of supervision
- What is supervision?
- Establishing the relationship
- Boundaries and structure, including contracting
- Maintaining the relationship, including responsibilities
- Other models of supervision
- Appraisal
- Ending the relationship

By the end of the course, learners will:

- Explain supervision and appraisal and how they form part of performance management
- List the benefits of an effective system
- Describe strategies to overcome some common challenges
- Assess yourself against the skills required
- Describe how to prepare effectively
- Create an action plan to implement learning in the workplace