



COURSE OUTLINE

COURSE TITLE: Effective supervision

COURSE LEVEL: 5

DURATION: One day

Introduction

Staff supervision is a fundamental and crucial component of success. It is a process that should be regular, planned and recorded. This course is designed to take learners through the supervisory process, taking a close look at definitions, supervision contracts, policy development and the roles and skills of an effective supervisor. The course follows the "Morrison" model

Benefits of Attending

Effective supervision should be a rewarding and enjoyable activity that benefits both the supervisee and the supervisor. Good supervision plays crucial role in supporting and developing staff members, helping both the individual and the organisation achieve their potential.

Programme Highlights

- Defining Supervision
- Purpose, Principles and functions of Supervision
- The importance of the Supervision Contract. Supervision policies
- Learning styles. Motivation. Leadership models
- Dealing with ambivalence and resistance
- Problem solving approaches and strategies
- Recording supervision sessions
- Task centered Supervision

Who Should Attend

All members of staff with supervisory responsibility

Special Notes

Effective Supervision

Learning outcomes

- To provide learners with a model and clear guidance for supervising others

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- To provide learners with a range of supervision skills and knowledge

Introductions. (15 mins)

Session 1. (1 hour) Understanding ourselves (The supervisor).

- Our experience of supervision. "Our worries, fears and dislikes"
- Understanding our strengths and our learning needs
- What are we trying to do (Functions of supervision)
- Self assessment (Dealing with conflict)

Coffee. (15 mins)

Session 2. (1 hour) Understanding the supervision task

- What is Supervision. Organisations/policies/contracts/structure of supervision
- Consequences of poor supervision arrangements
- Feedback. Rights and responsibilities
- Task centred supervision

Lunch (1 hour)

Session 3. (1 hour) Understanding others (the supervisee)

- Understanding poor performance
- Understanding how people learn.
- Competence, commitment, performance and potential
- Games people play. Case studies

Coffee (15 mins)

Session 4. (1 hour) Problem solving

- Dos and don'ts.
- Managing difficult behaviour
- Practice supervisions
- Moving forward. Personal development plan.

Any Questions (15 mins)

Close