



Key Management Skills for New Supervisors

Designed for those making the transition from team member to team leader or supervisor, this course looks at essential management skills. Team leaders and supervisors bridge the gap between management and the team members. As such, they play a key role in goal-setting, planning, prioritising work, actively developing a positive team culture, supporting the team and modelling good practice and professionalism both within the team and externally.

Designed for

Supervisors and team leaders and those preparing to move into these roles.

Course outcomes & benefits

This course will equip new or aspiring team leaders/supervisors with fundamental team management skills. As all exercises, discussions and assessments are based on real work situations, participants will immediately be able to apply their knowledge in the workplace and improve their effectiveness and confidence as a team leader.

Course content

- Leadership skills
- Effective decision making
- Goal setting, planning and monitoring
- Developing effective teams
- Professional development

Duration & course dates

3 days 18, 19 & 20 March or 24, 25 & 26 June
 02, 03 & 04 Sept or 18, 19 & 20 Nov

Investment

\$1,295

Assessment

Optional assessment tasks can be undertaken to achieve a Statement of Attainment for units BSBMGT401A, BSBMGT402A and BSBWOR402A in partial completion of BSB40807 Certificate IV in Frontline Management. There is an additional assessment fee of \$200.

Location

UNSW Global, 12-22 Rothschild Avenue, Rosebery, NSW 2018

Program code BSKMS

LEARN4LIFE

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