

SUPERVISOR TRAINING COURSE SYNOPSIS

Time	Subject Heading	Description of Material Covered In This Session Including Exercises
2.00	Giving Clear Instructions and Delegating	<p>Explain <i>slides 27 to 29</i> inclusive. Then show <i>slide 30</i> (this is an animated slide that only shows the heading). Ask the group on what basis you should choose the right person. Then reveal answers.</p> <p>Show <i>slide 31</i> (this is an animated slide that only shows the heading). Ask the group what should be included when giving instructions. Capture their answers on a flip chart. Then reveal answers by clicking for each line. Then explain <i>slides 32 and 33</i>.</p> <p>Give exercise 04c (individual, duration 10 minutes) then review (duration 10 minutes) by asking each delegate their score and one thing they need to work on to improve their delegation skills. Sum up with <i>slide 34</i>.</p>
2.45	Keeping Control	<p>Explain <i>slides 35 to 38</i> inclusive. Then give exercise 5a (duration 15 minutes, in groups of 2 or 3). At the review stage ask for each group's conclusions to the first question, then review before moving onto the next question and so on. As you go through their answers capture their conclusions on a flip chart. Then review using <i>slides 39 to 41</i> and with exercise review handout 05b.</p>
3.30	Break	