

Supervisory Skills

For deputy and assistant managers, supervisors and team leaders

About this course

The Supervisory Skills distance learning course has been written with the first appointment manager in mind, whether their role is as a supervisor, team leader, deputy or assistant manager. Moving into a management role requires the new manager or team leader to develop a range of capabilities including planning and organising, delegation, time management, motivating individuals and the team and training team members. This short course will enable the new manager to acquire the basic skills required to make a positive contribution in their new role.

Date On-going; course can commence at any date to suit your business

Course fee £265+ VAT
(Non-bira members: £295 + VAT)

Key contact

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Modules covered

- Moving into Management
- Managing Yourself
- Managing People
- Managing Relationships
- Managing Standards
- Managing in the 21st Century

How does it work?

- Designed for practical application in the workplace
- Practical exercises and activities
- Each module ends with a case study which will be marked by our **bira** tutor
- Course concludes with a two and a half hour examination
- Accredited by City & Guilds

City&Guilds | **Accredited Programme**

To book a place today

Call Neil Moss on **0121 446 6688** or email neil.moss@bira.co.uk alternatively visit bira.co.uk/training.