



# Course Outline

## Support and Supervision I:

### Good Practice When Supervising Others

Minimum and Maximum Learners: 06-16      Duration: One Day      Timings: 10:00 – 16:30

#### Suitable for

---

For anyone who is currently supervision staff or now to the role wishing to ensure they follow good practice whilst managing staff.

#### Aim

---

To provide a good practice framework for leading supervision and one-to-one sessions with staff. You will clarify your role as supervisor, ensuring supervision sessions bring out the best in your people. You will gain a basic overview of supervision, motivation theories and performance management

#### Learning Outcomes

---

By the end of the course, you will be able to:

- ✔ **Compare and contrast** management and leadership.
- ✔ **Explain** the key benefits of effective supervision and coaching.
- ✔ **Distinguish** between supervision, mentoring and coaching as methods for developing staff and management.
- ✔ **Explain** the 5 main management styles and when to use them.

- ✔ **Assess** your current practice in supervisions/1:1s.
- ✔ **Outline** how to set boundaries, and **create** a supervision agreement structure for session.
- ✔ **Recognise** the importance of performance management and motivation within supervision.
- ✔ **Write** comprehensive, concise and confidential records of supervision and coaching sessions.

## Benefits of Attending

---

- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

## Training Style

---

This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (\*email required)

## Other Courses to consider [\(Visit my website for details of these and other courses\)](#)

---

- ➔ Appraisal and Performance Management Skills for Managers
- ➔ Assertiveness II: Assertiveness and Me in Action (2 Days)
- ➔ Leadership Skills to Empower and Inspire (3 Days)
- ➔ Management Skills for New/First-Time Managers
- ➔ Managing Mental Health and Wellbeing in the Workplace
- ➔ Managing Volunteers
- ➔ Managing Workplace Bullying
- ➔ Support and Supervision II: Taking Your Supervision to the Next Level (2 Days)
- ➔ Teambuilding – Getting Everyone to Pull in the Same Direction
- ➔ Time Management II: In-depth Tools and Skills for Effectiveness and Efficiency (2 Days)

