



Ref: T&D1

**Supervisory Skills: Managing Products, Services and Financial Resources  
Level 2**

Course Duration:

1 day

Course Aim / General Introduction:

This course is designed to develop supervisory skills. The course provides a preliminary examination of contemporary supervisory management practice within business. Key aspects of supervisory management work focussed on include issues involved in managing products and services, managing financial resources, managing human resources and managing information. These issues are placed within the appropriate legal and organisational contexts. In addition, learners are encouraged to develop relevant personal skills for working in this environment.

Although delegates are not expected to have direct supervisory experience, they are encouraged to contribute examples from personal experience and/or observation. This course concentrates on the variety of tasks addressed by supervisors in relation to managing products, services and financial resources.

Learning Outcomes:

- Describe ways in which supervisors can ensure the maintenance of high quality standards in organisations
- Explain the need for effective and reliable health and safety practices in the workplace
- Describe the role and purpose of budget planning and control

Who should attend this course?

Supervisors, forepersons, project leaders within the organisation

Teaching and Learning / Assessment:

- Presentations
- Case Study
- Simulations / Group Work
- Discussion

Capacity:

Maximum of 12 people

Price:

- In-house session @ £420, plus VAT
- In-house session @ £75, plus VAT per additional delegate
- Grouped training @ £195 per person, plus VAT
- One to one session @ £200 per person, plus VAT

Qualification:

On successful completion of this course students will be awarded the OCN Level 2 award in Supervisory Skills.

The award is issued through Life Environmental and The National Open College Network who are approved as an awarding body with the Qualifications and Curriculum Authority (QCA).



**For further information, including course booking:**

**Telephone: 0113 2700775 / 07894 488628**

