

MENTOR SUPERVISION



DURATION

7 months with 3 – 4 weeks between each module

CONTENTS

Skills of a Supervisor

Self image/believe in yourself
Communication
Conflict handling/problem solving

World of work

Productivity/Production goals
Functioning /goal of a business
Factors that influence profit/loss
Exchange rate

Me and my teams role and responsibility in the functioning of a business (name some characteristics)
Why is it important that an organisation is successful

Characteristics and role of a leader (supervisor)

When is some one a leader?
Expectations of a leader
Characteristics of a leader
Am I a leader?
What are my shortages
What are my areas to improve on

Managing my team

Network that is influenced and or managed (of which teams do I form part of)
Reasons why teamwork is important
Characteristics of good team work
Reach goals
Co-operation
Low Costs
Good relationships
Acknowledge each others differences
Understanding

DUUR VAN KURSUS

7 maande met 3 – 4 weke tussen elke module

INHOUD

Vaardighede van 'n Toesighouer

Selfbeeld/selfvertroue
Kommunikasie
Konflikhantering/probleemoplossing

Wêreld van werk

Produktiwiteit/Produksiedoelwitte
Funksionering/doel van 'n besigheid
Faktore wat wins/verlies beïnvloed
Wisselkoers

My en my span se rol en verantwoordelikheid in funksionering van besigheid (noem van eienskappe)
Waarom is dit belangrik dat organisasie suksesvol is

Kenmerke en rol van 'n leier (toesighouer)

Wanneer is iemand 'n leier?
Verwagtinge van 'n leier
Kenmerke van 'n leier
Is ek 'n leier?
tekorte
areas om te verbeter

Bestuur van my span

Netwerk waarop 'n invloed uitoefen en/of bestuur (van watter spanne vorm ek deel van)
Redes waarom spanwerk belangrik is
Kenmerke van goeie spanwerk
Bereik doelwitte
Samewerking
Lae kostes
Goeie verhoudinge
Erken mekaar se verskille
Begrip

MENTOR SUPERVISION

*Respect
Trust*

How good is my teams teamwork
Areas to improve on
Ways to improve
Suggestions how to improve
How can I function better in a team:
To my manager (direct head)
*Other managers
Colleagues
Other sections*

Applying of discipline/control

Is discipline/control necessary
What must all be controlled
Where do I get the guidelines for discipline and or control
Why is it difficult to apply discipline/control
Solutions/suggestions
Disciplinary procedure (basic)
Grievous procedure

Elements of management

Important elements of management
Planning and organising practices
Weak points/shortages that can occur in connection with
elements/practices
Ways to improve and corrective weak points and
shortages

TASK

GROUP SIZE

Maximum 20 learners, minimum 10 learners

*Respek
Vertroue*

Hoe goed is my span se spanwerk
Areas om te verbeter
Maniere om te verbeter
Wenke hoe om te verbeter
Hoe kan ek beter in 'n span funksioneer:
Teenoor my bestuurder (direkte hoof)
Ander bestuurders
Kollegas
Ander afdeling

Toepassing van discipline/kontrole

Is dissipline nodig/kontrole
Wat moet alles gekontroleer word
Waar verkry ek die riglyne vir dissipline en/of kontrole
Waarom is dit moeilik om dissipline/kontrole toe te pas?
Oplossings/wenke
Dissiplinêre prosedure (basies)
Griewe procedure

Elemente van bestuur

Belangrike elemente van bestuur
Beplanning en organiseringspraktyke
Swakpunte/tekorte wat kan ontstaan ten opsigte van die
elemente/praktyke
Maniere om swakpunte/tekorte te verbeter en/of reg te stel

TAAK / OPDRAG

GROEP GROOTTE

Maksimum van 20 leerders, minimum van 10 leerders.