

Online Offshore Supervisory Management Training and Development Programme – (Online OSMTD)

NATIONAL TRAINING AWARDS

WINNER OF A PRESTIGIOUS EAST OF ENGLAND AWARD

Essential Training to Develop Skills

The Online OSMTD learning programme has been specifically designed by the ECITB to assist employers to develop their Supervisors and First Line Managers to ensure they have the skills and knowledge needed in today's competitive market. This programme will assist individuals to maximise their potential and give the employing company a competitive edge.

Purpose of the programme

The main purpose of the Online OSMTD programme is to offer individuals a format whereby they can learn online minimising the need to attend training sessions onshore.

The programme makes significant use of a Managed Learning Environment accessed through the Internet. Each of the five OSMTD modules takes approximately three months to complete. Individuals work in collaborative and supportive groups and will need regular Internet access, preferably through a high speed Internet connection, several times a week.

Learning can be mixed by completing some Modules online and some through the conventional training room method. Regardless of delivery method, all Modules within the programme are highly participative and trainers are skilled at making learning an enjoyable as well as a beneficial experience.

Not everyone will follow the entire programme. Some people may only need to attend certain of the training Modules.

Who should follow the programme?

The programme has been designed for those individuals who would like to use an online method, particularly those who may have difficulty accessing the conventionally delivered versions of the OSMTD Modules, e.g. Offshore workers, people working overseas. It is most suited to new and experienced Supervisors and First Line Managers. However, the training Modules have also proved valuable to Graduate Engineers, Middle Managers based onshore and others wishing to formalise their learning and experience.



The programme in detail

The programme covers the following key areas.

Practical Supervision

- ▶ Role of the Supervisor
- ▶ What a Supervisor Does
- ▶ Supervisor Effectiveness
- ▶ Problem Solving
- ▶ Leadership, Motivation and Team Building
- ▶ Working Relations

Practical Communication

- ▶ Process of Communication
- ▶ Effective Communication
- ▶ Effective Presentations
- ▶ Training and Development Needs
- ▶ Effective Meetings
- ▶ Effective Report Writing

Offshore Health and Safety

- ▶ Health and Safety Consultation
- ▶ Outline of Key Offshore Legislation
- ▶ Safety Management Systems
- ▶ Risk and Risk Assessment
- ▶ Fire and Explosion
- ▶ Hazards in the Workplace
- ▶ Scaffold and Working at Heights
- ▶ Lifting Equipment
- ▶ Accident Investigation
- ▶ Sources of Information
- ▶ Finding and Applying Standards
- ▶ IOSH Assessment

Employee Relations

- ▶ Overview of Employee/Industrial Relations
- ▶ Employment Law
- ▶ Offshore Contractors Partnership Agreement
- ▶ ACAS and Employment Tribunals
- ▶ Recruitment and Selection
- ▶ Disciplinary and Grievance Procedures
- ▶ Negotiating Skills

Planning, Quality and Control

- ▶ Planning and Control of Projects
- ▶ Networks
- ▶ Quality Control
- ▶ Control of Cost Estimating
- ▶ Planning Time
- ▶ Delegation
- ▶ Managing Yourself

Each Module is followed by a task assignment.

Successful completion of the entire programme will result in the award of:

- ▶ The ECITB Certificate in Supervisory Management.
- ▶ The Institution of Occupational Safety and Health (IOSH) / ECITB certificate - Managing Safely in Engineering Construction (offshore).

The Benefits of the Online OSMTD programme

Organisation

- ▶ Creates better informed, more skilful and confident employees.
- ▶ Helps to demonstrate quality and competence to clients and potential clients.
- ▶ Improves motivation and commitment from employees.
- ▶ Provides formal links with performance appraisal systems.

Individual

- ▶ Career Development.
- ▶ Continuing Professional Development (CPD).
- ▶ Recognised industry certificate.
- ▶ More effective direction and control of physical and human resources.
- ▶ Enhanced PC skills.



To find out more

The ECITB Online OSMTD programme can benefit both businesses and individuals - to find out more:

- ▶ Visit the ECITB website at www.ecitb.org.uk
- ▶ Contact Sheila Sorley on 01923 402115 or Sheila.Sorley@ecitb.org.uk
- ▶ A free CD-Rom is available to explain more about how the programme works.
- ▶ To book a place call freephone 0800 0854 571



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