

SMTD Foundation Module

Essential Training to Develop Skills

This three-day module will introduce and support the wider concepts of the full Supervisory Management Training Development (SMTD) programme.

It has been developed in close consultation with industry and is recommended as the start point for individuals entering the SMTD programme. Alternatively, it can be attended as a 'stand alone' course.



Purpose of the programme

The programme is designed to:

- ▶ provide practical access to relevant training and development
- ▶ review essential supervisory skills and knowledge.

The module content is mapped to meet relevant knowledge and understanding requirements of the National Occupational Standards in Management and Leadership at Level 3.

Who should follow the programme?

The programme is aimed at new and experienced Supervisors and First Line Managers who have little or no previous training. However, the training modules have also proved valuable to Graduate Engineers, Middle Managers and others wishing to formalise their learning and experience.



The programme in detail

The programme focuses on a number of key activities, outlined below.

Managing self, teams and resources

To provide an overview of:

- ▶ the key personal skills and behaviours associated with organising, leading and getting the best from people
- ▶ the planning and control cycle
- ▶ achieving quality standards.

Managing communication and relationships

To review:

- ▶ the essentials of good communication
- ▶ the interpersonal skills that can assist in building effective relationships and dealing with difficult situations.

Managing within the legal framework

To assist individuals to:

- ▶ gain an essential understanding of the law and practice related to employment, health, safety and the environment
- ▶ know when to refer matters to other internal specialists.

The Benefits of the SMTD Foundation Module

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).
- ▶ More effective direction and control of physical & human resources.



To find out more

The Supervisory Management Training and Development 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
- ▶ To book a course place call freephone 0800 0854 571



Engineering Construction Industry Training Board

Blue Court, Church Lane, Kings Langley, Hertfordshire WD4 8JP

Tel: 01923 260000 Fax: 01923 270969

E-mail: ecitb@ecitb.org.uk www.ecitb.org.uk

Registered Charity No. 264506