

## SMTD and OSMTD – Run-out of pre 2007 Programmes

### Essential Training to Develop Skills

These Modules are provided *only* for existing registered delegates to facilitate completion of either of the original SMTD or OSMTD programmes, and also the ILM 1st Line Managers Award where appropriate. A schedule of original O/SMTD Modules will run throughout 2007.



### Purpose of the programme

Individuals who complete either the SMTD or OSMTD programme will cover the following key areas of learning.

#### SMTD

- Module 1: Practical Supervision
- Module 2: Site Safety - leading to the Institution of Occupational Safety and Health (IOSH) award of 'Managing Safely in the Engineering Construction Industry (onshore)'
- Module 3: Employee/Industrial Relations
- Module 4: Planning and Control

#### OSMTD

- Module 1: Practical Supervision
- Module 2: Practical Communication
- Module 3: Employee/Industrial Relations
- Module 4: Offshore Health and Safety - leading to the Institution of Occupational Safety and Health (IOSH) award of 'Managing Safely in the Engineering Construction Industry (offshore)'
- Module 5: Planning, Control and Quality

Once the Modules are completed the individual should have a thorough understanding of what is required of a Supervisor and have the vital skills required to link management to the workforce.

## The programme in detail

The SMTD and OSMTD programmes comprise of work-based task assignments or activity-based portfolio assignments, as well as a series of off-the-job Modules. Each Module focuses on a number of key activities, outlined below.

### SMTD

#### Module 1: Practical Supervision

- ▶ Role of the Supervisor
- ▶ Problem solving, decision making, effective communication and time management
- ▶ Training, development, leadership, motivation and team building
- ▶ Effective report writing and making presentations

#### Module 2: Site Safety

This Module will be the Site Safety Module provided under the new SMTD programme. It is applicable to both onshore and offshore personnel.

#### Module 3: Employee/Industrial Relations

- ▶ Employment Law and National Labour Agreements
- ▶ ACAS and employment tribunals
- ▶ Productivity and payment systems
- ▶ Recruitment and disciplinary procedure
- ▶ Grievance and negotiations

#### Module 4: Planning and Control

- ▶ Introduction to planning and controlling projects and time
- ▶ Quality control and activity sampling
- ▶ Project estimating and costing

### OSMTD

#### Module 1: Practical Supervision

Similar to SMTD Module 1

#### Module 2: Practical Communication

- ▶ Process of effective communication
- ▶ Training and development needs
- ▶ Effective meetings and report writing

#### Module 3: Employee/Industrial Relations

As per SMTD Module 3

#### Module 4: Offshore Health and Safety

See SMTD Module 2

#### Module 5: Planning, Control and Quality

As per SMTD Module 4

## The Benefits of SMTD and OSMTD

### 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.

## To find out more

The SMTD and OSMTD programmes can benefit both businesses and individuals - to find out more:

- ▶ Visit the ECITB website at [www.ecitb.org.uk](http://www.ecitb.org.uk)
- ▶ Contact Sheila Sorley on 01923 402115 or [Sheila.Sorley@ecitb.org.uk](mailto: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](mailto:ecitb@ecitb.org.uk) [www.ecitb.org.uk](http://www.ecitb.org.uk)

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