

Programme Overview

The Supervisor Training programme consists of a number of short modules, each between one and three days duration. It is delivered through ECITB's network of Approved Training Providers.

This is a challenging programme to develop existing and potential supervisors. The outcome of the programme is the achievement of an ECITB Certificate of Training for successful completion of each module.

Target Audience and Prerequisites

The Supervisor Training programme is designed for new and experienced Supervisors and other first line managers with little or no previous training. Those with temporary Supervisor duties (eg during periods of shutdown/outages) will also benefit. There are no prerequisites for individuals to attend Supervisor Training Modules

Programme Content

Each module is a standalone course which may be taken in any order, although Module 1 (Foundation) is recommended as the place to start. Content of each module is described below.

Module 1: Foundation Three days	Module 2A: Managing Teams & Individuals Two days
<ul style="list-style-type: none"> • Role of the supervisor • Leadership vs Management • Leadership styles • Team motivation • Time management & meetings • Planning & delegation • Communication Techniques • H&S and employment law overviews 	Leading the individual <ul style="list-style-type: none"> • Leadership • Giving Clear Job Instructions • Checking Understanding • Using Praise and Recognition • Feedback • Developing Individuals • Performance Management
Module 2B: Managing Teams & Individuals Two days	Module 3: Improving Jobsite Effectiveness Two days
Leading the team <ul style="list-style-type: none"> • Team development • Emotional Intelligence • Employment Law • Negotiation Skills • Management Reporting • Diversity • Delegation • Decision-making 	<ul style="list-style-type: none"> • Change • Quality • Budgeting • Contracting • Project Planning
Module 4: Safety, Health & the Environment	Module 5: Becoming an Effective Communicator One day
This module is no longer available due to changes from IOSH. We recommend Supervisors attend the IOSH Managing Safely or the IOSH Managing Safely in Construction courses.	<ul style="list-style-type: none"> • Performance Management • Managing Difficult Situations • Making Toolbox Talks effective

Certification

Each module includes an on-course written assessment to establish successful completion of the required learning.

Successful participants will be awarded the ECITB Certificate of Training for each module.

Cost

Employers negotiate costs directly with an ECITB Approved Training Provider.

This course may be funded to ECITB registered employers upon application.