

7.6 SUPERVISORY SKILLS

This course has been designed for junior and middle management.

- Plan, organise and allocate work
- Manage interpersonal team processes to achieve required outputs
- Evaluate achievement of work unit objectives
- Identify and explain an understanding of managerial expertise
- Identify and discuss different managerial styles
- Identify, explain and demonstrate an understanding of administrative systems
- Know how to handle staff
- Conducting meetings
- Understand channels of communication