

**ECITB Training Provider
of the Year 2015**

The Senior Supervisors course is an extensive and challenging programme designed to develop a broad and applied knowledge of tools, techniques and aspects of management that increase effectiveness and success in leading and managing teams.

LEARNING OUTCOMES

On completion of this course participants will have attained a Level 5 Diploma in Leadership and Management by the Chartered Management Institute. **This is level 5 on the Qualifications and Credit Framework.**

At overall competence **Level 5**, participants completing this course will be able to:

- Build and maintain **productive working relationships** across the project, with management, site operatives, sub-contractors. Communicate the worth and importance of UK infrastructure projects. Lead and develop trust and commitment from employees. Understand cultural issues such as leading foreign contractors.
- **Lead teams to comply with HSE requirements**, particularly focusing on the CDM Regulations 2007, Lifting Regulations, Pollution Control Regulations.
- **Deliver safer projects** through increased awareness of Behavioural Safety Management
- **Appreciate the Project Life Cycle** and how it affects site work. Understand the different **estimating** classifications and why they are used. Monitor and reschedule a **Level 5 plan** and reforecast costs. Provide **project controls** with effective and timely project information.
- Understand **business objectives**, the drivers for the business and the impact of scope changes.
- **Understand project risks**, identify and mitigate contract risks and identify and reduce project waste.
- Apply **employment law** relevant to the work area and work within National Agreements. Understand the risk to the project of IR issues and work with Shop Stewards.
- Understand the **balance of trade skills over supervisory skills**.

WHO SHOULD ATTEND?

This course is designed for **supervisors operating at a level 3 national qualification or those working as team leaders, supervisors or managers who have the potential to progress** to senior or advanced supervisory levels.

The type of supervisor who would benefit from this programme is one who is required to fulfil the following type of role:

Likely to be predominantly office located, however on site as and when required to resolve technical, people, client and resource queries and issues. This individual may undertake audits and acts as a critical link between organisation's HQ and the project area. This individual is likely to be responsible for supervisory staff across a number of trades and work areas and provides the liaison between other parties such as: other trades, client, site engineers, unions and regulatory authorities.

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Engineering Construction Industry Training Board

APPROVED PROVIDER

OVERVIEW

This Engineering and Construction Industry Training Board (ECITB) course leads to the award of an ECITB certificate of achievement and the Chartered Management Institute's (CMI) Level 5 diploma in Leadership and Management. Successful completion of the programme will enable candidates to apply to the CMI for full membership of the Institution and progress to Chartered Manager status.

The Senior Supervisors course is an extensive and challenging programme designed to develop a broad and applied knowledge of tools, techniques and aspects of management that increase effectiveness and success in leading and managing teams. It will allow those already working in roles such as Superintendent, Staff Supervisor, Offshore Team Leader, Production Supervisor, Chief Engineer, Workshop Manager or Installation Manager to consolidate and improve their performance, becoming more effective. It is also an opportunity for those wishing to transition to these types of roles to increase their skills and abilities in preparation to make that transition effectively.

The content of the course covers theories of leadership and what motivates individuals in teams, with specific actions leaders can take to better form their teams; safety in projects, with content on how to apply safety regulations in a manageable way; understanding business context through the project lifecycle and commercial awareness which leads to greater control, reduction of waste, increased quality and productivity, and proactive response to risk. Overall, the course will develop both soft skills in the individual and an understanding of the context and processes that allow for improved performance of the leader and their team.

The course uses a blended learning approach using a series of 2 and 3 day workshops to learn the content, supported by the completion of individual assignments and finishing with a management project. The assignments ask the candidates to use the knowledge gained and apply it to their own position, allowing for the application of ideas and encouraging the realisation of benefits from the course.

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COURSE CONTENTS

- MODULE A:
Leadership Theory
- MODULE B:
Delivering Safer Projects
- MODULE C:
The Project Life-cycle
- MODULE D:
Seeing the big picture
- MODULE E:
Supervising People
- MODULE F:
Leading People

COURSE DELIVERY

1. CLASSROOM (Open course schedule).

2. IN-HOUSE - (at your location - minimum numbers may apply).

14 classroom days delivered in six 2 or 3 day modules over a period of 48 weeks.



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