

How to develop Your Career & Skills in Supervision, Management & Leadership ...

Leadership can make or break an organisation. People don't want to be managed, they want to be lead. Learn how to significantly improve motivation, effectiveness, productivity and efficiency, across Teams, Departments & Organisations.

Position	Core Skills	Qualification Recommended
Team Leader	<ul style="list-style-type: none"> • Personal development as a team leader • Team communications • Controlling resources • Building work relationships • Team development • Providing customer service 	Cert IV Leadership & Management
Supervisors & First Line Managers	<ul style="list-style-type: none"> • Personal development as a first line manager • Resource planning • Meeting stakeholder needs • Managing and communicating information • Developing individuals and teams 	Cert IV Leadership & Management
Junior Manager	<ul style="list-style-type: none"> • An introduction to managerial style • Managing stakeholder expectations • Introducing organisational culture, values and behaviour • Personal development as a manager and leader • Electives are all around coaching, mentoring, report writing, diversity, interviews and leadership 	Dip of Leadership & Management
Middle-Senior Manager	<ul style="list-style-type: none"> • Personal development as a manager & leader • Information based decision making • Resource management • Meeting stakeholder and quality needs • Conducting a management project • Performance management • Being a leader 	Dip of Leadership & Management

Senior Manager	<ul style="list-style-type: none"> • Managing organisational culture • Ethical organisational management • Managing the change process • Leading the organisation • Personal development as a strategic manager 	Ad Diploma of Leadership & Management
Senior Manager responsible for implementing strategy	<ul style="list-style-type: none"> • Personal development as a strategic manager • Strategic performance management • Financial management • Strategic information management • Conducting a strategic management project • Organisational direction 	Ad Diploma of Leadership & Management
<p>Cert IV = Certificate IV; Dip = Diploma; AD Dip = Advanced diploma</p>		

<h2>Senior Management</h2>	<ul style="list-style-type: none"> • Bachelor of Applied Management Diploma + Advanced Diploma = Entry into 3rd & Final Year of a Bachelor of Applied Management. Complete part time in 12 months, outside of work hours - save years and \$. • Masters of Business Administration MBA Advanced Diploma + 3yrs Management Experience - Entry Requirements
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Marcia Harvey

The Support was great & the course has been implemented in all areas of my workspace. It has made me far more aware of the environment that I now work in.

Advanced Diploma of Leadership & Management

Suggested Supervisor Roles

The list below outlines some of the tasks and responsibilities that may form part of a supervisor's job. Not all supervisors will need to do all of the tasks every day and there are other tasks that have not been included here. Supervisors might be required to do any of the following:

- Plan the day-to-day operations that are under their control.
- Plan for the overall project/s under their control.
- Provide cost estimates for labour, equipment and supplies.
- Maintain and improve workplace safety.
- Maximise efficiency and productivity.
- Organise the resources necessary to get tasks completed.
- Achieve maximum utilisation of resources (labour and equipment).
- Ensure that the job is carried out in line with the specification.
- Negotiate prices and delivery dates with sub-contractors and suppliers.
- Ensure that the work done on the job meets all quality control and quality assurance standards.
- Prevent wastage of manpower and resources.
- Assist in the financial management of the project.
- Ensure that all tasks are carried out in accordance with the relevant Australian Standards.
- Communicate effectively with personnel at all levels, including, labour, management, clients, suppliers, sub-contractors, members of the public, etc.
- Act as the chairperson at site meetings.
- Provide leadership to help build your team.
- Play your part in maintaining harmonious industrial relations.
- Be an active trouble-spotter and trouble-shooter.
- Provide progress and other reports to the appropriate personnel.
- Be on the lookout for more efficient ways to do things.
- Be a good team player as well as a good team leader.
- Accept that being a supervisor means more work, not less.