



DIPLOMA ON

SUPERVISORY MANAGEMENT

A PROGRAM DESIGNED SPECIFICALLY TO PROVIDE ALL STAFF, SUPERVISORS, FOREMEN AND MANAGERS WITH THE TRAINING AND SKILLS NEED TO EFFECTIVELY MANAGE GROUPS AND INDIVIDUALS





This Program is for current and aspiring foremen, supervisors or managers; it provides a thorough, practical introduction to the techniques and skills needed to effectively manage subordinates, as individuals and in groups, so they work well and willingly as a team to achieve organizational objectives. The Program provides skills and knowledge which are easy to understand and put into practice; this training is ideal for people seeking successful careers in supervision, or who are aiming for promotion to higher supervisory posts, and for progress to higher studies.



SUMMARY OF MAJOR TOPICS

Major Topics Covered in this Diploma Program include:

- The meaning and management of human and material resources, management activity.
- The relationship between employers and employees, the link between work and pay.
- Supervising the workforce, training people, setting and communication organizational goals.
- Teamwork, supervising, leading, planning, forecasting and organizing.
- Motivation and setting standards, ensuring good performance.
- Types of management responsibility - to the organization and for subordinates.
- The different types of companies and businesses.
- The meaning of authority, the delegation process, supervising and monitoring performance.
- Decision-making by managers and staff.
- Business organization, the division and specialization of labour, forming workgroups.
- Work structures; line, function and staff organizations; creating and updating company charts.
- Communication: two-way, the effects on motivation and benefits of good communication.
- Communication lines and channels; horizontal and vertical, oral, written, unspoken.
- HR activity, internal and external recruitment; job analysis, advertising jobs.



- Dealing with job applications, the selection and appointment process.
- Supervising new employees and introducing them to the workplace.
- Induction, job training, employee development.
- Managing the work environment.
- Employee counselling, disciplinary action, equal opportunity policy, matters regarding promotion.
- Trade unions and staff associations.
- Carrying out job evaluation, grading and ranking jobs; job design, job rotation, job enlargement.
- Retaining employees; dealing with labour turnover, resignations, dismissal, redundancy.
- Accidents and health & safety at work.



WHAT IS INCLUDED

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Your CIC Fee includes:-

- Your enrolment/registration with Cambridge International College, and your own high-quality, professionally produced and illustrated comprehensive International CIC Study & Training Publications.
- A detailed, professional 'Study & Training Guide' with full instructions on how to study to achieve success and gain top results. The Guide includes detailed advice on how to answer Self-Assessment Tests, Training Tests and Examinations.
- Self-Assessment Tests and Recommended Answers for them, and a Progress Chart.
- Two Progress/Training Tests (which can be used as 'Past Papers/Questions') with an optional Tutorial Support Service.
- The Final Examination sat under Invigilation/Supervision in your own area - full details, guidance and explanation of how your Examination will be arranged and how Invigilation is conducted will be provided when you register. Note, CIC arranges Examinations in over a hundred countries worldwide for thousands of Members every year; it is a flexible, straightforward process and will be arranged when YOU are ready to write your Examination.
- The prestigious Cambridge International College Diploma on successful completion of your Study & Training and on passing the Final Examination.



- Your personal page on CIC's Member Services website with access to results, dispatch details, advice and guidance, and more: www.cambridgeinternationalcollege.co.uk
- Regular information and news including: Newsletters with details of special offers and new Programs and much more; and Competition Forms; by email and post.

Everything needed for your Study & Training success is included in the CIC Fee.

Additionally:

- Further Study and Training Advice, and Assistance is available before, during and after CIC Study & Training; Members may ask CIC's team of experienced Consultants for advice on further study and Programmes to improve career prospects and advancement.
- CIC's experienced and helpful staff can assist with numerous special requests, such as reference/recommendation letters and transcripts, and more, by post and email.



RELATED COURSES

- Communication in Business & Management Diploma 12 months (flexible)
- Health & Safety in the Workplace Diploma 12 months (flexible)
- Management & Administration Diploma 12 months (flexible)
- Administrative Management Honors (Higher) Diploma 21 months (flexible)
- Human Resource & Personnel Management Diploma 12 months (flexible)

STUDY & CAREER DEVELOPMENT

The Program is an ideal platform for further studies human resource and personnel management, and for general management, organization and administration of all types.

Anyone who is looking to work effectively as a good manager, foreman, supervisor or administrator - in fact anyone dealing with people, colleagues or staff - will find these skills and this qualification very beneficial to their efficiency and success; they will have the skills and understanding to motivate and guide those around them - and will stand out as somebody worthwhile of praise and promotion, and who has ambition and a desire to succeed.