



NATIONAL INSTITUTE FOR PRODUCTIVITY

SUPERVISORY SKILLS DEVELOPMENT COURSE



Course Objective

To impart participants with effective supervisory skills and enable them improve their supervisory competencies.

Target Participants

All those entrusted with supervisory responsibilities.

Key Topics

Supervision; Managerial Functions; Problem Solving and Decision Making; Leadership and Personal Styles; Motivation; Effective Communication; Performance Appraisal; Time Management; Maintaining Discipline and Morale and Handling Complaints and Grievances.

Learning Outcome

At the end of this course participants are expected to be able to understand supervisory functions and principles, plan work more effectively in their organisations, communicate more effectively, understand how to solve work related problems and co-ordinate performance improvement programmes.

Training Methodology

A combination of class-room lectures, hands-on-practice sessions, video shows, case studies, work groups assignments and presentations.

Medium of Instruction

English

Dates

| Group | Start | Finish |
|-------|------------------|------------------|
| One | 21 October, 2019 | 25 October, 2019 |
| Two | 15 June, 2020 | 19 June, 2020 |

Venue

Morogoro – Tushikamane Centre

Duration

2 weeks

Fee and Mode of Payment

The fee: Tshs. **975,000/=** must be PAID IN ADVANCE to National Institute for Productivity through CRDB Bank, Account Number 01J1042999200, Tower Branch; otherwise the nominee will not be allowed to join the course.

Note:

Please take note that hotel accommodation, meals, travel and out of pocket expenses will be borne by the sponsoring organization. The fee covers only tuition, courseware and light refreshments during morning breaks and administrative expenses. Contact NIP office before reporting to the training venue.

Our Contacts

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