



The Central Chamber of PIFSA

Presents

## Supervisory Training

### **COURSE OBJECTIVES:**

The common practice in the industry is to make the most promising artisan or individual in any particular department the supervisor or foreman. This is viewed by management in general as a reward for the individual for services rendered to the company.

Unfortunately these individuals do not always have the necessary basic managerial skills to perform this new function adequately. In view of this many employers have requested the Chamber to assist by arranging a training course to readdress the situation.

### **DURATION:**

Starting Date: 17 – 19 May 2010  
10 – 12 August 2010  
Duration: 3 days  
Time: 08:30 – 16:30

### **COURSE CONTENTS:**

- The role of the supervisor
- Leadership
- Communication
- Motivation
- Delegations
- Planning
- Problem solving and decision-making
- Control
- Grievance procedures
- Disciplinary procedures
- Occupational Health and Safety Act (Overtime)
- Managing HIV/AIDS on the factory floor

The course will also include simulated role plays, case studies and exercises

### **COST:**

R4275.00 (Incl VAT) per delegate (PIFSA Members)  
*The cost includes a Light lunch, tea & coffee and Course notes*

### **VENUE:**

The Braids, Unit D, Ground Floor  
113-115 Bowling Ave, Gallo Manor

### **ENROLMENT:**

For any further information please contact Renell van Rooyen at the Central Chamber office on 011 287 1167 or [renelvr@pifsa.org](mailto:renelvr@pifsa.org). For enrolment please complete the Enrolment form and fax it to Renell on 086 508 1350 or 011 287 1178.



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## COURSE ENROLMENT FORM

Course Name \_\_\_\_\_

Course Commencement Date \_\_\_\_\_

### COMPANY DETAILS

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Company VAT Reg. No \_\_\_\_\_

Company Order No \_\_\_\_\_

Telephone No \_\_\_\_\_ Fax No \_\_\_\_\_

Postal Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Email Address: \_\_\_\_\_

### DELEGATES DETAILS (Please attach a copy of each delegate ID)

Surname	Initials	ID Number											

### PAYMENT DETAILS (Please fax proof of payment to 086 508 1350 OR 011 287 1178)

Please select relevant block:  PIFSA Member  Non-Member

For Office Use Only: Member R \_\_\_\_\_ Non-Member R \_\_\_\_\_

Payment will be made by:  Cheque (No: \_\_\_\_\_)  EFT/direct deposit

### TERMS AND CONDITIONS

I, \_\_\_\_\_ being the delegate / employer of the afore-mentioned learner(s) take full responsibility for the payment of any tuition fees, which accrue, from any training rendered to the above learner(s).

\_\_\_\_\_  
Signature of Employer



Company Stamp (If applicable)