

# Fundamentals of Supervision

## COURSE OVERVIEW

An introduction to the essential skills of staff supervision.

*A light lunch and refreshments are included.*

## COURSE DATES

May 7 Canberra - reg's close April 23

ALIA House – 9-11 Napier St Deakin

June 21 Perth – reg's close June 7

ATI Level 2 411 Wellington Street Perth

July 19 Adelaide – reg's close July 5

ETC Level 5, 38 Gawler Place, Adelaide

August 23 Brisbane – reg's close Aug 9

Saxon's Training Rooms Brisbane - Level 11, 300 Adelaide Street

September 6 Sydney - reg's close Aug 23

Saxon's Training Rooms Sydney - Level 10, 10 Barrack Street

September 14 Melbourne - reg's close Aug 31

Saxon's Training Rooms Melbourne - Level 8, 500 Collins Street

Other states - please make expressions of interest known: [training@alia.org.au](mailto:training@alia.org.au)

## COURSE PRESENTER

Adam Le Good

## DELIVERY METHOD

Face-to-face full day workshop

## FEE

Members	\$550 inc GST
Non-Members	\$775 inc GST
Partner Org's	\$675 inc GST

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## COURSE OBJECTIVES

At the end of the program participants will:

- Understand the components of the role of the supervisor
- Know their leadership style preferences and be able to use a range of styles
- Be able to set SMART goals
- Know how to delegate to staff effectively, and
- Understand the power, authority and influence that comes with the role and how to use it with effectiveness and integrity.

## COURSE CONTENT

Introduction to supervision

- Making the transition from practitioner to supervisor

Supervision roles and responsibilities

- The roles and responsibilities of the supervisor

Leadership styles

SMART Goals

- Setting measurable achievable goals

Delegation

- Problems with delegation
- Guidelines for effective delegation.

Understanding your power, authority and influence

- Types of power, authority and influence

## NEED MORE INFORMATION?

p. 1800 020 071

e. [training@alia.org.au](mailto:training@alia.org.au)

[www.alia.org.au/training](http://www.alia.org.au/training)

## RIGHT FOR YOU IF

If you are new to supervision or have been supervising staff for a while and would like to refresh your skills, this program will help you be more effective in your role.

## ABOUT THE COURSE PRESENTER

**Adam Le Good** has developed and conducted a wide variety of management and personal development programs for both public and private sector organisations since 1988.

His knowledge of adult learning principles, group dynamics, learning styles and human behaviour ensures that the training will appeal to a broad range of participants and that trainees enjoy their learning experience and are able to translate their newly acquired skills to the workplace.

As well as a degree in Psychology, Adam has completed an Advanced Train the Trainer and a Creative Training Techniques workshop. He is an accredited administrator of the Myers-Briggs Type Indicator, the Team Management Index, the Types of Work Index and the Belbin Team Roles.

Adam is also a member of the Australian Institute of Training and Development.

## REGISTRATION

Please complete the registration form [HERE](#).  
Send to the ALIA Training Team:

e. [training@alia.org.au](mailto:training@alia.org.au)

f. 02 6282 2249

post. PO Box 6335, Kingston ACT 2604

