



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.

WHO SHOULD ATTEND THIS COURSE

COURSE CONTENTS:

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

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

DURATION:

Date: 12th and 13th March 2012
Duration: 2 days (refer to national calendar for dates)
Time: 08:30 – 16:30

COST PER DELEGATE:

R4531.00 (Incl vat)

The cost includes a Light lunch, tea & coffee and Course notes

Minimum of (x10) delegates required

VENUE:

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

ENROLMENT:

For any further information please contact Sam-Sue Bricknell at the Central Chamber office on 011 287 1167 or central-chamber@pifsa.org. For enrolment please complete the Enrolment form and fax it to Sam-Sue 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)