

# Essential Skills for Trade Supervisors



## College of Electrical Training (CET)

9 Cressall Rd, Balcatta WA 6021

PO Box 811, Balcatta WA 6914

Ph (08) 9240 7700 Fax (08) 9240 4349

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Ph (08) 9417 8166 Fax (08) 9417 8766

[www.cet.asn.au](http://www.cet.asn.au)

*Connect Your Mind*

## Course Overview

This course provides basic skills training to first line managers, supervisors and leading hands in staff management and supervision. The course concentrates on the practical skills required to deal with various industry situations.

## Course Outline

- The key elements of communication
- Accepting responsibility
- Effective listening skills
- How to manage different personality types
- Principles of delegation
- The purpose of supervision
- Leadership strategies
- Motivation for your team
- How to give feedback
- How to deal with difficult situations
- Effective teamwork

## Features

- Practical
- Interactive
- Motivational
- In-depth understanding of the role of the supervisor

## Benefits

*Participants will discover:*

- The value of accepting responsibility
- How to manage different personality types
- The principles of delegation
- Leadership strategies
- How to deal with difficult situations
- The keys to effective teamwork

## Who Should Attend

Persons attending this course should have direct responsibility for subordinate staff.

## Certification

Upon successful course completion students are provided with a Certificate of Completion.

## Course Duration

1 day

## How to Enrol

Complete the attached course registration form and return the document to the College of Electrical Training together with your payment of course fees.

This course is only run on demand so therefore it will be subject to numbers. Please complete and return the

registration form to register your interest, once we have enough people interested in the course we will schedule a date.

## Skills Recognition

Our skills recognition process benefits students who have achieved prior training skills or knowledge and applies to Skills Recognition, Recognition of Prior Learning (RPL), Credit Transfer, Advanced Study or Exemption.

If you believe you are entitled to any of the abovementioned we encourage you to fill out the Application Form for Skills Recognition, which is available from our administration team. Your application will be assessed on an individual basis.

## Cancellation Policy

8 days or more prior to course commencement 100% fee refund

2 to 7 days prior to course commencement 90% fee refund

1 day or less prior to course commencement Nil fee refund

**The College of Electrical Training (CET) is the major private training provider for the Western Australian electrical and telecommunications industries.**

**Excellence in customer service is our priority and you will find that in comparison with other colleges the CET is outstanding. We offer modern 'state of the art' facilities and quality training *by industry for industry.***

Should you have any queries please do not hesitate to contact:

**Balcatta Campus**

**Taya Marshall**

Phone: (08) 9240 7700 Email: admin4@cet.asn.au

## Registration Form

### Essential Skills for Trade Supervisors

Balcatta Campus  Jandakot Campus  
How did you find out about the CET?

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Private Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Facsimile \_\_\_\_\_

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

Company \_\_\_\_\_

Company Address \_\_\_\_\_

Company Ph No. \_\_\_\_\_

### Course Fees

- Non Subsidised Fee \$240.00  
 Subsidised Fee \$ 48.00

**\*Work History Form MUST be filled out and submitted if paying the Subsidised Fee\***

Please find enclosed my cheque / money order / credit card authority / company purchase order payable to the CET for \$\_\_\_\_\_.

Paid by (if other than student, please provide name and address details \_\_\_\_\_)

**In order to guarantee your booking for any course your payment and registration must be completed. Under no circumstances will registration without payment entitle you to a position.**

## Fee Subsidy Declaration - Essential Skills for Trade Supervisors

I \_\_\_\_\_ (full name)

(please tick)

- Am currently working in the building & construction industry  
 Am currently unemployed and have worked in the building & construction industry in the past 6 months

Please note: If the CTF declines this subsidy application you will be required to pay the full (non subsidised) fee immediately.

Name of Employer \_\_\_\_\_

\_\_\_\_\_  
(required to claim the fee subsidy)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**NOTE: The CTF subsidy reduces the student fee by up to 80%.**



The Supplementary Skills Program is subsidised by the Construction Training Fund Board and we would like to acknowledge the Board's continued support of skills development in the building and construction industry.

Please forward your registration form with your payment to:

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