

Essential Skills for Trade Supervisors



College of Electrical Training (CET)

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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.

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—Fees are subject to change

- 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.

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

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

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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