

SUPERTRAC Training Material Content

Supervisory Management Skills as required by the OHS Act

Part 1 Intro to Supervision

★ Characteristics of a Supervisor Exercise
★ Characteristics of a Supervisor Action Plan
★ What is a Supervisor? ★ Basic Duties of a Supervisor ★
The Supervisor's Responsibilities
★ Skills Required to Supervise Thinking and Technical
Skills ★ Skills Required to Supervise Interpersonal Skills
★ Skills Required to Supervise Maximising
Performance/Behaviour ★ Identify Supervisory Abilities -
Exercise ★ Identify Supervisory Abilities - Checklist ★
Thinking and Technical Skills ★ Interpersonal
[Employees] Skills ★ Maximising Performance/Behaviour

Part 2 Theory of Health & Safety Management

★ Purpose of Health & Safety Management
★ Elements of Business ★ Scope of Losses ★ Costs of
Incidents ★ Definition of an Incident ★ Their Effects ★
Domino Sequence ★ Causes of Incidents ★ ABC of
Health and Safety ★ The 88% Effort Rule

Part 3 Intro to Legislation

★ Intro to the Occupational Health & Safety Act
★ Structure of the Act ★ Regulations ★ Standards
★ Health & Safety Management System
★ Organisational Structure ★ Our Organisational
Structure ★ Legal Duties of Supervisors
★ Assignment of Supervisors ★ Health & Safety
Representatives ★ Membership of the Committee
★ Duties of the Health & Safety Committee
★ Frequency of Committee Meetings ★ Health & Safety
Committee Minutes ★ Documents and Records ★ Action

In The Event of: ★ Action In The Event of: ★ Not
Disturbing the Scene ★ Rights of the Employee ★ Duties
of the Employee ★ Intro to the Labour Relations Act

Part 4 Policy, Rules & Procedures

★ Health & Safety Policy ★ Our Organisation's Rules and
Procedures ★ Job Descriptions ★ Scope of Authority ★
Work Permits ★ Trade Unions and Worker Involvement

Part 5 Supervisory Leadership Styles

★ Different Leadership Styles ★ The Autocratic
Supervisor ★ How Autocrats Usually Behave ★ Identify
an Autocratic Role Model Exercise ★ The Democratic
Supervisor ★ Identify a Democratic Role Model Exercise
★ The Pseudo Democratic Supervisor ★ How Pseudo
Democrats Behave ★ Identify a Pseudo Democratic Role
Model ★ The Hands-Off [Free Reign] Supervisor ★
Identify the Learner's Style ★ The Qualities of a Good
Leader

Part 6 Project Planning

★ What is Project Planning? ★ Benefits of Project
Planning ★ Project Planning Exercise ★ Project Planning
Processes - Employee Involvement ★ How Far Ahead to
Plan? ★ Planning Time Frames ★ Barriers to Project
Planning - Exercise ★ Reasons for Resistance to New
Plans ★ Overcoming Resistance

Part 7 Planned Job Analysis / Observations

★ What is Job Analysis? ★ Objective of Job Analysis ★
Elements of Job Analysis ★ When should a Job Analysis
be done? ★ Benefits of Job Analysis



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★ Factors to look for when conducting Job Analysis
★ Methods of Job Analysis ★ Examples of Jobs needing Analysis ★ Fact Finding not Fault Finding
★ Conducting a Job Analysis Preparation ★ Job Analysis Worksheet ★ Conducting a Job Analysis During ★ Conducting a Job Analysis– After ★ Possible Solutions and Recommendations ★ Conduct a Job Analysis Exercise
★ Job Analysis Worksheet Findings ★ Job Analysis - Worksheet

Part 8 Organising

★ Purpose of Organising ★ The Process of Organising ★ Checklist for Organizing the Work

Part 9 Interpersonal Communication

★ How Communication Takes Place ★ Who are you Communicating with? ★ Barriers to Communication Exercise ★ Benefits of Good Interpersonal Communication Skills ★ Reasons for Communication Break Down ★ Ways to Develop Good Interpersonal Communication Skills Exercise ★ Safety Briefings & Tool-Box Talks ★ Tool-Box Talks Topics

Part 10 Problem Solving and Decision Making

★ Problem Solving and Decision Making - Exercise
★ Intro to Problem Solving and Decision Making
★ Types of Workplace Problems ★ Classifying Health & Safety Risks or Problems ★ Prioritizing the Risk or Problem ★ Identify Health & Safety Risks or Problems Exercise ★ Challenges of Problem Solving and Decision Making ★ Ways to Approach Problem Solving ★ A.I.D.S. Method to Defining the Problem Analyse ★ A.I.D.S.

Method to Defining the Problem Investigate ★ A.I.D.S.
Method to Defining the Problem Decide ★ A.I.D.S.
Method to Defining the Problem Solve ★ The A.I.D.S. Method Exercise
★ Problem Solving and Decision Making - Conclusion

Part 11 Supervisory Control

★ Intro to Supervisory Control ★ Other ways of Maintaining Control ★ Excessive Control
★ Identifying Poor Performance ★ Discussing a Performance Problem ★ Rectifying a Performance Problem Action Plan

Part 12 Delegation

★ What is Delegation? ★ Objectives of Delegation ★ Benefits of Delegating the Supervisor ★ Benefits of Delegating The Employee ★ Benefits of Delegating The Task ★ Considerations when Delegating ★ Responsibility, Authority, Accountability ★ The Need for Delegation Exercise ★ Supervisor Difficulties when Delegating ★ The Process of Delegation - Developing Employees ★ Coaching Your Employees

Part 13 Developing and Motivating a Team

★ The Team ★ Role of the Supervisor in Developing Teams ★ Maintaining the Team ★ Motivational Factors Exercise ★ You the Motivator
★ Motivational Activities ★



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