

The Supervisor Role

This one day introductory course will benefit all those about to become, or who have had no previous training in the supervision of others in the workplace.

The day looks at the Supervisor Role from three key aspects:

THE INDIVIDUAL

Health and Safety awareness; personal development; leadership and coping skills; assertiveness; problem solving; responsibilities; time management through action planning to identify needs and implement priorities.

INTERACTING WITH OTHERS

How discipline is managed, motivation and team- building, communication; effective delegation; positive re-enforcements.

THE COMPANY VIEW

Company expectations, the wider picture, performance indicators and improvement, interaction with other management, personal learning experiences.

The course uses 'real-life' examples to explain the skills required in the Supervisor Role. The day, can be used as a 'stand alone' induction to the Supervisor Role or, provide an excellent foundation for the more in-depth follow up training days to be offered through Supervisor workshops, or the new Professional Certificate in print Management offered by the BPIF through Loughborough University.

Delegates will gain enormous confidence from having the various aspects and skills of their Supervisor Role explained in clear terms and with reference to their own specific situation. The company will have the reassurance of knowing that the delegate understands the wider elements of the Supervisor Role, and has a good awareness of the key tools and skills necessary to benefit the team as a whole.

How to find out more

To arrange to speak to one of our specialists please e-mail ryan.oneal@bpif.org.uk or call him on 020 7915 8322

Can we help you further?

The BPIF and ViP offer a wide range of customised support services, programmes and courses for printers, designed and delivered by print industry specialists. If you would like to know more about any of these, please tick those you are interested in and fax this to Gil Reid-Robbins, Head of BPIF Business on 020 7405 7784 or call on 020 7915 8345 or email gil.reid-robbins@bpif.org.uk.

BESPOKE SUPPORT FROM BPIF BUSINESS

Health, safety and environment

- Health & Safety Healthcheck
- Health & Safety Management Schemes
- Gap Analyses & Improvement Programmes for
 - ISO 14001 (Environment)
 - OHSAS 18001 (Health & Safety)
 - FSC Chain of Custody
- Environmental Healthcheck
- Integrated Management Systems Support
- Risk Assessments
- Noise Surveys
- Occupational Health Management Schemes
- Interim Management
- Business Continuity Planning

Technical

- Technology Healthcheck
- Design and Print Unit Reviews for In-plants
- Workflow and Pre-press Reviews
- Digital Equipment Support
- Press and Post-press Investment Support
- Management Information Systems Support
- ISO 12647: Colour Management
- ISO 7799: Security
- Dispute Resolution and Expert Witnesses

Business development

- Standards Gap Analyses & Improvement Programmes for:
- ISO 9001 (Quality)
 - PAS 75 (Customer Service)
 - Cost Rates Reviews
 - Financial Management
 - Business Planning
 - Sales Development
 - Market Research and Development
 - Marketing Planning and Implementation
 - Interim Management and Mentoring
 - Factory Layout and Planning
 - Supply Chain Management
 - Purchasing Management

PROCESS IMPROVEMENT FROM VIP

- Snapshot (diagnostic)
- Kickstart (up to 50 employees)
- Masterclass
- Office and Pre-press Change Cycle
- Team Leader Training with BPIF Training
- Materials Waste Reduction

Your name

Job title

Company Name

Address

Telephone

E-mail

SHORT COURSES FROM BPIF BUSINESS

Courses can be open or delivered in-house:

For a complete list of all the courses we offer visit:
www.britishprint.com/shortcourses

Health, safety and environment

- Health & Safety for Managers and Supervisors
- Environmental Briefing for Managers
- Manual Handling
- IOSH Managing Safely
- CoSHH Assessment
- Fire Warden Training
- Occupational Health Awareness

Technical

- Introduction to Print Processes
- Introduction to Print Technology (3 Days)
- Print Production Planning
- Introduction to Print Estimating

Business development

- Getting the Sale
- Advanced Sales Management Skills
- Digital Sales Solutions
- Sales and Marketing
- Customer Service
- The Supervisor Role

HR SUPPORT FROM BPIF

- HR Healthchecks
- HR Policy and Documentation
- HR Management Schemes
- Organisational Restructuring
- HR Workshops and Coaching

WORK-BASED TRAINING FROM BPIF TRAINING

- NVQs
- Apprenticeships
- Professional Certificate in Print Management
- Technical Certificate

BUYING AND SELLING FROM BPIF MCINNES CORPORATE

- Acquisitions and Mergers
- Grooming for Sale
- Business Valuations

LEGAL SERVICES FROM BPIF LEGAL

- Mediation