



# Formal Supervisory Skills Training

HSE214



## Course Overview

This course is designed for Supervisors & Engineers, working on frontline of safety, to improve overall Supervisory skills along with enhancing Health & Safety skills based on OSHAD SF & Managing Safely standards.

**Learning Objectives:** Upon successful completion of the course, participants will be able to:

- Health and Safety Regulations within Abu Dhabi/UAE and how it applies to Supervisors
- Roles & Responsibilities of a Supervisors in controlling site risks
- Risk assessment
- The Method Statement
- Effective Site Inductions, Toolbox Talks and Method Statement Briefings
- Monitoring site activities effectively
- Timely intervention when bad practice is identified
- Reporting bad practices and responding emergencies
- To clearly define the role of a supervisor
- Set out clear guidelines for effective supervisory/management
- To enable participants to effectively supervise their staff by understanding key principles of leadership and motivation
- To understand the principles of “effective communication” and how to use communication skills to make sure things get done properly and on time.
- To enable delegates to understand the value of delegation and prioritizing, so they are more effective and efficient in their work
- To examine the principles of management, effective planning and self-organization
- To give delegates greater self-awareness to enable them to improve their relationship with both those who manage them, and with their subordinates



## Course Outline

- What is OSHAD: Roles and Responsibilities
- OSHAD SF
- Employers Responsibilities (OSHAD Elements)
- OSH Responsibilities
- OSH Responsibilities
- Risk Management
- Risk Assessment
- Risk Control
- Method Statement
- Effective Site Inductions, Toolbox Talks and Method Statement Briefings
- Monitoring Site Activities Effectively
- Timely Supervisory Intervention
- Reporting Bad Practices and Responding Emergency

- Supervisory skill
- Core Skills to be a Good Supervisor
- Methods to Gain Trust and Develop Your Supervisory Skills
- PMBOK • Managing Safely as IOSH MS guidelines
- Set out Clear Guidelines for Effective Supervisory/Management
- Understanding Key Principles of Leadership and Motivation
- Workplace communication
- The Four Steps of Delegation Work to Worker
- Prioritizing
- Fayol's 14 Principles of Management
- Rules for Planning and Organizing
- People Management
- Incident Investigation:
- Phases & Knowledge areas of Project Management as per

## Course Specifics

- **Duration:** 1 Day
- **Assessment Method**  
3 MCQ Type assessments for HSE, Supervisory Role & Project Management
- **Delivery Options**
  - ✓ Instructor-led.
  - ✓ The course materials are supported by video & group exercises.
- **Credentials**  
OMCT certificate – ACTVET approved training center

