



THE BEST ROI
IS THE
INVESTMENT
YOU MAKE IN
YOUR PEOPLE



SUPERVISOR TRAINING OUTLINE

5 DAYS 10 GOLD SEAL POINTS

This course will run twice from January to April. Students must register for the entire five days but may take it over the course of the four months as time permits. The course is delivered in a blended format combining in-class instruction supplemented by the online course.

DAY 1

- Aptitude Testing
- Work Well Together

DAY 2

- The Role of the Supervisor
- Communication – Listening Skills
- Communication – Giving Direction and Feedback
- Conflict Resolution

DAY 3

- Workplace Motivation
- Conducting Presentations
- Conducting Meetings
- Workplace Coaching
- Teams and Teamwork

DAY 4

- Planning and Scheduling
- Introduction to Workforce Planning
- Quality Control
- Productivity Improvement

DAY 5

- Case Studies / Exam

SUPERVISOR TRAINING

PRESENTED BY: *Len Gendall*

This course offers the critical basic skills and concepts needed to supervise a crew in the institutional and civil construction sectors. All aspects of supervision basics are covered: Leadership vs. Management, due diligence, communication skills, meetings, and handling disagreement and conflict.

LOCATION / DATES

RCA OFFICE – SCA BOARDROOM

Session 1 – January 29, 30, February 2, 3, and 4

Session 2 – March 30, 31, April 1, 2, and 7

Cost

Member - \$1875.00

Non-Member - \$2375.00



SUPERVISOR TRAINING

Ten Gold Seal Points are assigned to this course

Presented by Len Gendall

Session 1 - January 29, 30, February 2, 3, and 4

Session 2 – March 30, 31, April 1, 2, and 7

RCA Office – SCA Boardroom

This course offers the critical basic skills and concepts needed to supervise a crew in the institutional and civil construction sectors. All aspects of supervision basics are covered: Leadership vs. Management, due diligence, communication skills, meetings, and handling disagreement and conflict.

Registration

Company:

Contact Name:

Registrants:

Phone:

Fax:

Email:

Members Register ____ Person(s) at \$1875.00 + GST
\$_____

Non-Members Register ____ Person(s) at \$2375.00 + GST
\$_____

Payment Option: Cash___, Cheque___, Visa___ Or
MasterCard___ Online at rcaonline.ca
Card# _____
Expiry: ____/____

Please register:

Email: general@rcaonline.ca

Online: rcaonline.ca

Pre-Registration Required. Members will be invoiced following the event. Non-Members to prepay.

Register by: Mar. 25, 2015

Canada Job Grant Requirements:
All companies who register for courses are eligible for reimbursement from the Canada-Saskatchewan Job Grant. The RCA automatically manages this for participants upon registering for the class. We require for the grant Corporate Registration # and number of company employees.

Corporation# _____

Number of Employees _____