

Supervisor Training Payment:

We enclose a cheque for £_____ inclusive of VAT at 20% made payable to Scottish Engineering to attend

7/8 February 2018

18/19 April 2018

12/13 September 2018

7/8 November 2018

Please complete in **BLOCK CAPITALS** and return to: **Mrs Eileen Pirie, Scottish Engineering, 105 West George Street, Glasgow, G2 1QL**

Delegates

1 First Name: _____ (Mr/Mrs/Miss)

Surname: _____

Position: _____

2 First Name: _____ (Mr/Mrs/Miss)

Surname: _____

Position: _____

3 First Name: _____ (Mr/Mrs/Miss)

Surname: _____

Position: _____

Organisation: _____

Address: _____

Postcode: _____

Contact Name: _____

Tel: _____

Fax: _____

Authorised Signature:

Administration:

Confirmation letter including a map will be sent to you prior to the commencement of the course.

Venue: **Scottish Engineering
105 West George Street
Glasgow G2 1QL**

Tel: 0141 221 3181
Fax: 0141 204 1202

E-mail: eileenpirie@scottishengineering.org.uk
www.ScottishEngineering.org.uk

Members £345 + VAT = £414.00
Non-members £435 + VAT = £522.00

Bookings:

It is a condition of booking that the fee is payable in advance. No bookings will be accepted unless payment has been made.

All major debit and credit cards are now acceptable. Please contact Pauline Burns if wishing to pay by this method.

Cancellations:

Substitute delegates may be made at any time, but no refund of fees will be made for cancellations received later than 1 week before the seminar.

Special Needs:

Please let us know in advance if you have any special requirements, including dietary needs.

Scottish  Engineering

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SUPERVISOR TRAINING

Two Day Courses

7/8 February 2018

18/19 April 2018

12/13 September 2018

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- ◆ The Effective Supervisor
- ◆ Managing Safety
- ◆ Discipline/Grievance Handling
- ◆ Problem Solving

SPECIALISTS IN EMPLOYMENT MATTERS

Discipline ❖ Health and Safety ❖ Maternity ❖ Redundancy ❖ Absence
Training ❖ Tribunals ❖ Appraisal ❖ Disability
Harassment ❖ Industrial Relations ❖ Discrimination ❖ Remuneration ❖ Contracts

The Training Course has been developed by Scottish Engineering which advises and represents some 400 companies in manufacturing and engineering, plus a wide range of other sectors.

OUR EXPERIENCE

The tutors are members of the staff at Scottish Engineering and are widely experienced HR and Safety professionals.

David Brown is Health, Safety and Systems Manager with a significant amount of experience gained in Health and Safety. He has been an Adviser with Scottish Engineering for 16 years.

Raymond Lowe is Head of Employee Relations with over 20 years HR experience in engineering and electronics manufacture. He has been an Adviser with Scottish Engineering for over 20 years.

Claire Platts is a legal adviser with over 7 years experience in employment law. Claire has provided legal advice and HR support to employers in the private and voluntary sector and she has a particular interest in discrimination law.

Lindsey Miller

Donnie McCorkindale is a Health and Safety Adviser

OUR AIM

We aim to give delegates the up to the minute picture on each of the course topics, liberally laced with down to earth advice on how to put that knowledge into practice.

SUPERVISOR TRAINING

We now operate our businesses in an environment constrained by employment law. So it is more important than ever that Managers and Supervisors understand the complex legal relationship between employers and their employees.

In many companies it has been the practice to promote their best craftsmen or operators to the position of Supervisor with varying degrees of success.

What many companies fail to realise is that good craftsmen or operators are such due to extensive training and experience, and therefore to become good Supervisors they need training of a different type.

Your Supervisor has a key role to play in your organisation and to be able to participate in the success of the Company has to be trained in new skills and techniques.

Who should attend?

This course will be relevant to both newly appointed and experienced Supervisors.

Programme

DAY 1

9.00 *Registration*

9.15 THE EFFECTIVE SUPERVISOR
- Leadership Styles and Characteristics
- Types of Teams and Roles
- Achieving Results

12.45 *Break*

1.45 MANAGING SAFETY - RESPONSIBILITIES
- Accident Investigation and Reporting
- Risk Assessment

4.45 *Close*

DAY 2

9.00 DISCIPLINE – A NECESSARY TOOL
- Legal Considerations
- Code of Practice
- Disciplinary Investigation and Interviews

12.30 *Break*

1.30 PROBLEM SOLVING
- Vertical and Lateral Thinking
- Systematic Approach
- Taking Action

4.45 *Close*

FORTHCOMING EVENTS

Please tick if you are interested in attending any of the courses.

In-house training



Risk Assessment

