

## **Dairy Leadership, Supervision and Management Skills Training**

Training scheduled at your location, to suit your budget and timescale  
Some of the areas covered:

1. BEING EFFECTIVE Personal checklist
2. Self branding
3. Monitoring progress
4. Review and evaluate
5. Safety and the supervisor & safety checklist for the manager
6. Induction basics
7. The work method
8. Take action to control the danger:
9. Setting individual targets
10. Training and flexibility
11. The skills required
12. Help create cost effective departmental training programmes
13. Training for training staff
14. Decision-taking – for Supervisors and Managers
15. Leave of absence
16. General
17. Taking disciplinary action
18. Follow up
19. Counselling interview preparation, conduct and follow up
20. Effective speaking the three stage method
21. Communication
22. Organizing, team briefings – telling people what they need to know
23. Disagreement with management decisions
24. Unpopular decisions
25. Bad news
26. Lack of interest
27. Confidential information
28. Suggestion squashing
29. Status differences.
30. Three-point programme for report writing
31. Communication, Decision, Action