



**INTEX  
MANAGEMENT  
INSTITUTE**

*Human Resource Management & Development, Online Trainers and Research Consultants*

## **HEAD OFFICE**

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NAIROBI KENYA

Intex Management Institute offers Online and Distance Learning Certificate Course in  
**Supervisory Skills Development**

**Start Date: 13<sup>th</sup> November 2020**

**Course End Date: 15<sup>th</sup> January 2021**

**Registration Deadline: 12<sup>th</sup> November 2020**

### **Course Overview**

Supervisors manage all key result areas in any organization. It is therefore important they are equipped with the knowledge and skills to enable them manage all the resources especially human resources effectively and efficiently.

### **Learning Objectives**

On completion of this certificate course the participants should be able to:

- ✓ Set performance objectives, standards and targets
- ✓ Manage and supervisor staff effectively
- ✓ Apply appropriate control measures in work setups
- ✓ Create conducive atmosphere for team work performance
- ✓ Resolve work team conflicts

### **Course Content**

The Course will cover the following topics:

- a) Nursing, Caring and Interpersonal Communication

- b) Effective Communication and Understanding potential barriers in Nursing profession
- c) Introduction to Midwifery and Roles of Midwife Supervisor
- d) Management Concepts, Functions Practice and Principles
- e) Interpersonal Relations and Team Building
- f) Decision making and Problems Solving
- g) Delegation Coordination and Control
- h) Performance Appraisals
- i) Managing Change
- j) Stress management
- k) Leadership and Management in Midwifery
- l) Ethics and Midwifery Practice

**Training Format:**

- All materials are made available through Online or Distance Learning approaches
- Approximately 5-6 hours time commitment of your time per week
- At your own time schedule, no live participation needed
- Weekly feedback from committed instructors
- Participants are expected to submit Monthly Assignments electronically to earn certificate of completion.

**Materials Provided:**

Online delivery of curriculum materials and exercises

**Exercises**

Participants are expected to test their own Learning by completing some relevant exercises and tasks.

**Assignments.**

In order to demonstrate their understanding of the course content, students will be required to submit four assignments.

**Course Duration** : 8 Weeks (2 Months)  
**Target Region** : Global  
**Course Fee** : USD 300  
**Language** : English  
**General Contact** : Email: [info@intexservices.co.ke](mailto:info@intexservices.co.ke)  
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