



**INTEX
MANAGEMENT
INSTITUTE**

Human Resource Management & Development, Online Trainers and Research Consultants

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NAIROBI KENYA

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

Start Date: 15th January 2021

Course End Date: 15th March 2021

Registration Deadline: 14th January 2021

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
Website: www.intexservices.co.ke.