

ROLE OF A SUPERVISOR

Duties/ responsibilities include:

1. Managing workflow.
2. Training new hires.
3. Creating and managing team schedule.
4. Evaluating performance and providing feedback.
5. Identifying and applying career advancement opportunities.
6. Helping to resolve employee issues and disputes.



Skills NEEDED FOR Supervisor

skills;

1. Leadership.
2. Conflict-resolution.
3. Teamwork.
4. Time management.
5. Decision-making.

6. Interpersonal skills

STRENGTHS

- POSTIVE ATTITUDE
- .TIME KEEPING
- .LOOKING AFTER PEOPLE

WEAKNESS

- *SELF CRITICISM*
- *SENSITIVE*
- *I CAN'T SAY NO*

OPPORTUNITIES

- MORE JOB OPPORTUNITY
- MORE MONEY
- IMPROVE SAFETY FOR THOSE LIVE IN.

THREATS

- MORE RESPONSIBILITIES.
- LACE OF RESOURES.
- LACE OF STAFF ENGAGEMENT.



PERSONAL DEVELOPMENT PLAN

WHAT ARE MY BIG GOALS?	WHICH GOAL NEED TO HAPPEN FIRST?	WHEN DO I WANT TO ACHIEVE THAT?	WHAT OBSTACLES MIGHT GET IN MY WAY?	HOW CAN I IMPROVE MY CHANCES OF MEETING MY GOALS?	WHERE CAN I GO FOR SUPPORT?	REVIEW HOW AM I DOING?
COMPLETING MY UNIVERSITY DEGREE	COMPLETE MY ASSIGNMENT ON TIME	END OF EACH MODULE	LACK OF TIME	BE ORGANISED AND MANAGE TIME	UNIVERSITY TEACHERS	PUSHING MYSELF FOR CHALLENGES

CONCLUSION

Supervisor is one who offers leadership and brings the team together. It is **someone with good communication skills, neutral, trustworthy, flexible and who knows how to delegate effectively**. The leader should also be a learner and should treat their subordinates as partner

A supervisor is key to the success of both the organization and their respective team. Supervising in the 21st century is ever evolving and changing so along with some of the attributes of managing and training the team, being astute to ambiguous situations is also a key factor in the vision of a supervisor. What is not fully defined in this paper is that there are certain management styles that can be taught and some that are relatively innate. In future papers, there could be more detailed reviews of the knowledge and skills that supervisors should have to be successful rather than solely focusing on the outcome of the employee/subordinate subgroups.

References

<https://www.indeed.com/career-advice/career-development/responsibilities-of-a-supervisor>

Guerra-Lopez, I. (2008) Performance evaluation: Proven approaches for improving program and organizational performance. San Francisco, CA

<https://www.indeed.com/career-advice/finding-a-job/supervisory-skills>

ACE PRACTICAL PORTFOLIO

ZEBIBA HUSSEN;ID 1913291

MODULE TITLE; BMSW4001

MODULE TITLE; ACADEMIC AND EMPLOYABILITY
SKILLS, LECTURER'S NAME; SOBAN SADIQ

ASSIGNMENT TITLE; ACE PRACTICAL PORTFOLIO