



## How To Be A Super Supervisor

*Do you want to know how you can get the best out of staff, volunteers or contractors you supervise?*

*Want to understand the differences involved in managing, supervising and coaching others?*

Supervising staff involves more than just signing the time sheets and checking that the job is done and deadlines are met. A truly effective supervisor knows how to develop the full potential of others whilst ensuring their duties are met. This workshop will cover these topics and more.

*What does it cover?*

- Differences between managing, mentoring, coaching and counselling
- Roles and responsibilities of supervising others
- Identifying staff development needs
- Effective approaches for dealing with staff performance issues
- How to enhance performance
- Key areas involved in delegation

**To register please fill in the following and fax or post to:**

**WACOSS, 2 Delhi St,  
WEST PERTH 6005 -  
F: 08 9486 7966  
or email [info@wacoss.org.au](mailto:info@wacoss.org.au)**



### Workshop Details:

**Date: Friday 29th August 2008**

**Time: 9:30am - 4:30pm**

**Venue: Centrecare, 103 Clarke Street  
Bunbury**

**Cost: FREE**

**Trainer: Joel Levin**

**Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_



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