



# Exploring the Supervisor's Role and Skills



**This activity focuses on the four integral areas an effective supervisor is skilled in. It also identifies areas that supervisors should NOT practice.**

**Ideal for recently appointed or longer term supervisors to discuss their role and identify the skills they need to perform it.**

This stimulating training activity allows participants to:

- use consensus seeking skills to identify the role of the supervisor
- recognise the skills required to be a successful supervisor
- identify areas that supervisors should NOT practice
- discover whether they are people or task orientated
- identify areas to develop for more effective management
- formulate an action plan for their development.

This exercise is also used for recruitment and assessing staff before promoting them to supervisors.

It is an effective icebreaker on a supervisors' course or managers' conferences.

## How it works - Part 1

The game consists of 68 cards with a statement that might apply to the role and skills of a supervisor (see some examples to the right). Each team studies the cards and reaches a consensus as to which of the following five headings the card comes under:

**Group A - Managing Activities**

**Group B - Managing Resources**

**Group C - Managing People**

**Group D - Managing Communication**

**Group E - Inappropriate or Little use**

This part of the activity provokes a useful discussion on the role and skills of a supervisor. It enables the trainer to observe managers in action and identify areas for development.

	Good practical ability to do the job.		Monitors Health and Safety issues.
	Ensures a quality service.		Provides 'on the job' training.
	Briefs the team so that everyone understands what is required.		Great sense of humour, likes playing jokes on people.

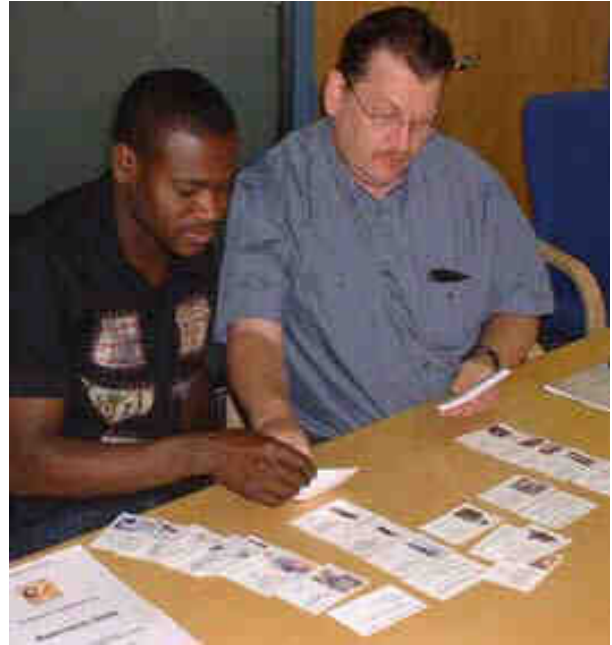
## Part 2

Teams then prioritise the cards for groups A to D by choosing the 10 most important cards for each group. Each team's choice can be compared with the other teams to discover which statements are considered to be the most relevant in their role as a supervisor.

## Part 3

The trainer issues participants with a questionnaire based on the cards. This enables participants to see their level of people and task orientation.

This part helps participants to understand how they should apply their skills according to the situation. It also helps them to focus on their development needs and formulate an action plan.



**Duration:** 1 to 2 hours + Debrief (Depending on how many parts are used).

**Numbers:** Up to 4 teams with 2 to 6 delegates in a team (24 delegates in total for each business game).

**Cost to buy:** £250 + VAT and £9.75 UK delivery.

We will also run this game for you, please contact us for details.

### Users' Comments

*"This activity soon got everyone thinking and talking about their role. As the trainer I found it easy to run and they learnt so much about their role and responsibilities; much more than I hoped for."*

*"Interesting and good fun with a lot of learning. I enjoy running this activity because it is easy to use and I know the supervisors will learn a lot from doing it."*

**For further information please contact:**

**Liz Garrard  
Training Co-ordinator  
Elite Training European Ltd  
3 Parkers Place  
Martlesham Heath  
Ipswich  
IP5 3UX  
Telephone (01473) 610320**

**Email: [games@elitetraining.co.uk](mailto:games@elitetraining.co.uk)  
Website: [www.elitetraining.co.uk](http://www.elitetraining.co.uk)**