



SAEFA

SA ENGINEERS AND
FOUNDERS ASSOCIATION

Shop Floor Supervisory Skills:

Providing guidance for effective leadership and motivation of a business's workforce at a shop floor supervisory level.

The shop floor supervisors, team leaders and managers in the management hierarchy of a business are the leaders with whom the workforce will have the most direct contact. As a result, these leaders play a vital role in ensuring that organizational goals and objectives are met. They are the means by which management will most likely be able to influence and motivate employees to achieve exceptional performance within the work place.

However, in many instances shop floor leaders are those who have worked their way up through the ranks and have, for the most part, been in the same position as those employees they are now charged with leading. As a result, it is necessary to facilitate the transition into this role by providing them with a basic understanding of the objectives of a business and equipping them with essential leadership tools and supervisory skills. Once furnished with this knowledge, shop floor leaders will be well on their way to developing a leadership style best suited to their team and the organization as a whole.

SAEFA in association with Gordon Angus and Associates offers a full-day workshop to provide shop floor leaders with the necessary knowledge and skills to effectively lead those in his/her charge and best ensure that their team members perform exceptionally.

Topics covered:

The Basic Principles of Business

- Success in business is a marathon, not a sprint



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- The ultimate objectives of a business:
 - Successful business plans
 - Generating good numbers
- Employees of a business as the greatest asset necessary for business success
- The purpose and power of a team

The Role of a Shop Floor Leader

- The overlap of doing and managing
- Providing direction
- Monitoring the achievement of standards and objectives
- Implementing plans
- Be accountable to superiors
- Motivating team members
- Disciplining team members

The Legislative Framework

- The Labour Relations Act
- The Basic Conditions of Employment Act

The Personal Qualities of a Good Leader

- Assertive
- Accountable
- Approachable
- Leading by example



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- Supportive and helpful

Leadership Styles

- The most common styles of leadership and in what circumstances they are most effective

The Supervising Cycle

- Teaching (input) – Practising (output) – Discussing

Presenter

Chloe Hoffmann received her Bachelor of Arts degree and LLB with distinction from Rhodes University and, thereafter, went on to complete a Master's of Law degree at Wits University, which she received *Cum Laude* in 2016. During her studies, she received numerous awards, including the Shirley Ritchie Award for best female student entering the final LLB year, the Brian Peckham Memorial Prize as the best student in Environmental Law, the Phatshoane Henney Incorporated medal awarded for obtaining an LLB degree with distinction, and the Rhodes Investec Top 100 for academic excellence. Chloe completed her articles at the Wits Law Clinic, where she worked closely with labour attorneys and gained invaluable experience in labour law and representing clients in labour disputes.



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Date and Venue

Wednesday, 30 October 2019, Birchwood Hotel & OR Tambo Conference Centre, Viewpoint Street, Boksburg.

Times

| | |
|-------|------------------------------|
| 08h00 | Registration, tea and coffee |
| 08h30 | Start |
| 10h30 | Tea break |
| 12h30 | Lunch |
| 15h00 | Afternoon tea break |
| 16h30 | Finish |

Fee per delegate (Ex VAT)

| | |
|--------|-------------|
| R2 900 | Members |
| R3 600 | Non-members |

For more information or to book, please contact Gordon at gordon@saefa.co.za

or Charlene at charlene@saefa.co.za

SAEFA

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59 Austin Road, Northcliff, Johannesburg, 2195



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Wednesday, 30 October 2019

To make a booking, please complete the table below and email to Gordon@saefa.co.za or charlene@saefa.co.za

| Name: | Company: | Contact Number | Email Address: |
|--|----------|----------------|----------------|
| | | | |
| Company Addresses (Postal and physical): | | | |
| 1. | | | |
| 2. | | | |
| VAT Number: | | | |
| Special dietary requirements (please specify): | | | |
| Names of Delegates: | | | |
| 1. | | 2. | |
| 3. | | 4. | |
| 5. | | 6. | |
| Are you a SAEFA Member? | | Yes | No |