



# CCNSG NATIONAL SAFETY PASSPORT - LEADING A TEAM SAFELY (SUPERVISORS)

## COURSE CONTENT

### AIM

The CCNSG 'Leading a Team Safely' course is designed to build on the health, safety, welfare and environmental awareness already gained from the Operatives/Renewal courses and increase the operative's knowledge in order to effectively carry out a Supervisory/Team Leader role efficiently, effectively and safely.

### Pre-Requisite

Delegates must hold a valid CCNSG Operatives card to attend the LATS.

### Course Duration

1 day.

### Maximum Number

12 persons.

### Training Aids

Lecture notes and audio/visual presentation.

### Assessment

Multiple choice test.

### Certification

Upon successful completion of the course ECITB will issue a laminated CCNSG card directly to the delegate.

### Additional Information

Meeting the needs and expectations of service users is of the highest priority to our staff. Therefore if you have any concerns or wish to make a comment about the service please contact: [info@NETA.co.uk](mailto:info@NETA.co.uk)

## COURSE OBJECTIVES

Upon completion of this training course delegates will:

- Know how to communicate successfully
- Know how to lead a team successfully
- Know how to achieve safe outcomes
- Understand self-management and how to work safely with others

## **COURSE SYLLABUS**

This course will cover the following elements:

### **The Team**

- What makes a successful team
- Leadership qualities
- Leadership styles
- Leadership behaviour

### **The Plan**

- Plan elements
- The communication highway
- Message and meaning
- Brain function basics
- The plan – essential elements
- Selecting the right people with the right skills
- Selecting the right job with the right tools
- Being at the right place at the right time
- Work instructions, risk assessment and method statement
- The work plan
- Pre-start briefing

### **The Job**

- The Mill Incident (Case Study)
- Objectivity v subjectivity
- Control systems
- Expert advice
- Supervision and monitoring
- Communication
- Communication barriers
- Interruptions on the job

### **Good Job**

- What makes a good job
- Scenario
- Ways of listening
- Assertiveness
- Do you have what it takes?