

# Special Focus

## Level 2 Award in Supervision & Appraisal Skills (3 hours)



### Aim

- To provide candidates with the understanding, knowledge and skills to carry out supervision and appraisal activities effectively

### Learning Objectives

- Define supervision and why it is required
- Understand roles and responsibilities
- Understand the processes involved in supervision
- Know what appraisal is and how it differs from supervision
- Explain and implement active listening and positive communication
- Understand duty of care
- Manage performance through supervision and appraisal
- Understand personal and professional development
- Explain the need to record supervision and appraisal activities

### Certification

Successful candidates will be issued with a certificate valid for 3 years.

### Accreditation

This course can be accredited by Advantage Accreditation, if required. Please contact us for details.

**Contact our friendly team for details...**