

# MODULE 7

## Team leadership

### SUPERVISOR MODULE



The role of the supervisor is a complex one, as it entails various responsibilities towards both employees and management. Students will learn crucial skills such as daily planning, communication, setting performance standards and delegation as well as motivating and inspiring the workforce. Supervisors play an important role in increasing employees' effectiveness and productivity in the work environment. They are also responsible for organising and regulating progress continuously, which will help to ensure the team is on schedule in meeting the objectives and performance targets as set out by the farmer. The course also covers the supervisor's role in maintaining workplace discipline and dealing with conflict.

NQF Level 2, 3



#### Knowledge

- Introductory concepts supervision
- Performance standards concepts
- Motivation and team leadership concepts
- Interpersonal relations
- First-line discipline
- Work efficiency and effectiveness



#### Practical skills

- Initiate and record discipline
- Address poor performance
- Perform a safety inspection
- Plan and allocate work
- Coach team members
- Provide feedback on performance
- Conduct a briefing session
- Collect information and compile dairy parlour records
- Administer dairy parlour records



#### Work experience

- Direct work teams caring for calves, heifers, cows and bulls for a period of one week
- Allocate tasks to team members; monitor the execution of the tasks and report
- Recognise and respond according to accepted workplace standards to problems that arise during the execution of production and healthcare tasks
- Lead and direct work teams during days when limited support is available, such as over weekends or public holidays.
- Assist with and observe dairy farming record-keeping and administration for a period of two days
- Perform dairy farm record-keeping and administration under supervision for a period of three days
- Attend to dairy farming record-keeping and administration within normal farm reporting structures and oversight for a period of one week

