



## Workshop Supervisors & 1st Line Managers Roles & Responsibilities Course

A one day course designed to help those directly controlling workshop staff and administration to understand the basic principles and legal requirements that the position requires. This course will have benefits for not only new Supervisors, but also Supervisors that have been in the position for some time. Attendance of this course will allow the candidate to not only make sure the workshops are always complying with legislation but also helping the company to achieve its overall aims and objectives. The following are the key elements within this course:



- Supervisors role and responsibilities
- Understanding how systems and procedures affect the workshop
- Monitoring and controlling work activities
- Health and Safety in the workshops, the supervisors role
- Complying with the requirements placed on the company by the Traffic Commissioner for maintenance
- Keeping the records



## Engineering Manager Roles & Responsibilities Course

A two day course that is designed to be more involved and at a higher level than the Workshop Supervisors course. The course deals with the pressures that can be placed upon an engineering function, both internally and from external sources such as DVSA. The course will give the manager a good understanding of how to improve their department and how this will help the organisation as a whole to achieve its aims and objectives. The following are the key elements within this course:



- The role of the Engineering Manager
- How to get the best from their staff
- Health and Safety for Managers, an understanding of their legal responsibilities.
- Systems and Procedures for engineering
- Communication within the company and the engineering role
- Reporting to directors and other managers.
- Budgets and financial control.
- Facilities Management