



The Learning and Development Directorate (Ministry of the Public Service and Talent Development)

invites you to participate in the **self-directed** course:

First Level Supervisors' Workshop

Target Group:

All officers in the public service who function as first-level supervisors in posts not limited to senior clerk, assistant accountant, executive officer and personnel officer.

Course Aim:

To further enhance the competencies of first level supervisors, so that they in turn are better able to develop a climate which is conducive to excellent performance so that the goals of the public service are effectively and efficiently achieved.

Deadline for Registration:
June 5, 2026

SIGN UP



More Courses:

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Course Delivery:
Virtual (Self-Directed)

Course Dates:
June 15-26, 2026

Course Objectives

At the end of the training, participants will be able to:

- Identify the essential knowledge and skills required to be a supervisor.
- Utilise knowledge of the legal and regulatory framework of the public service so that they can effectively supervise.

Course Content

The course will cover the following broad subject areas:

- What it means to be a supervisor
- Orienting the New Officer
- The Legislation: Making My Job Easier
- Managing Conduct and Behaviour

