

# EXECUTIVE DEVELOPMENT



## SUPERVISORY DEVELOPMENT PROGRAMME



*Your Strategic Thinktank For Business Leadership*



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## Introduction

CCL Consulting Group Private Limited (CCL) is a Regional firm specializing in strategic management consultancy and related capacity building. Headquartered in Harare, Zimbabwe, its operations spread across three divisions specialising in Organisation Development, Marketing Strategy, & Financial strategy.

CCL International Business Training arm delivers business training and Human Capital Development programmes to enhance the capacity of our client organisations in strategy implementation. It is in line with this that we have developed the following programmes to assist organisations in implementing their strategies.

- Supervisory Development Programme (SDP)
- Management Development Programme (MDP)
- Leadership Development Programme (LDP)

These programmes were fully developed by CCL. These developmental programmes are structured in a way to assist targeted participants master appropriate managerial, leadership and executive skills. The underlying belief is that in today's rapidly changing competitive environment, executives must be adept at moving quickly out of their comfort zones to build new capabilities as leaders as they progress up the organisation.

The programmes are designed to feed off one another as an individual starts out with the SDP they graduate and move on to the MDP and then the LDP. It is for this reason that these programmes are highly practical and work related so that an individual is made to realize how each function affects their job. These programmes come with highly weighted work related assignments as by and large these are technical skills being imparted.

As part of our internal capacity building, CCL has forged strong ties with reputable training and learning institutions, enabling us to enjoy significant access to both human and technological resources. These ties leverage our capability to generate and share knowledge and experience, and put at our disposal cutting-edge methodologies. Through these ties we have developed the capability to tap into regional and international strategic management standards and practices. We consider ourselves as a consultancy flagship that 'listens' to its clients' unique strategic needs. True to this maxim, we believe in "the individual in your organisation" and all our work is geared towards enhancing your uniqueness as a business player.

## Our Approach

Our programmes are designed to satisfy your organizational strategic needs on the relevant training areas. We employ a needs-based training approach; hence we make use of our quality assurance consultants who provide the highly critical quality perspective as the basis of informing the depth and intensity of our training.

Before we implement any in-house capacity development programme we insist on carrying out a pre-training consultancy. The process entails participant interview sessions aimed at profiling all nominees for the programme. The process seeks to get CCL Consultants to gain in-depth information on critical capabilities and challenges faced. At this stage CCL request access to the individual's latest assessment or appraisal results. The intention is to promote the provision of relevant and customised organizational development interventions.

Further tailoring of these programmes can be done upon discussion with individual clients. Also the Center of Continuing Education (CCE) of the National University of Science and Technology can also come in to certify the programme. This however comes with additional cost that have to be surrendered to CCE for their joint involvement in assessment and certification of the participating candidates.

CCL trainers and facilitators use the following aids;

- Power point presentations,
- Group and individual researches / assignments
- Group discussions and case analysis and role plays



## Course Breakdown – Focus Areas



The complete Sandvik SDP shall have 10 modules and shall address the following subject areas. Each subject area shall be treated separately for assessment yet forming an indispensable part of a total developmental initiative.

Module 1	Business Appreciation & Finance
Module 2	Supervisory Principles & Employee Motivation
Module 3	Performance Appraisals
Module 4	Building Effective Work Teams
Module 5	Delegation Skills and Coaching
Module 6	Professional Communication Skills for Supervisors
Module 7	Fundamentals of Industrial Relations & Labour Act
Module 8	Workplace Conflict Resolution & Negotiation Skills
Module 9	Grievance Handling and Disciplinary Process
Module 10	Work Planning and Scheduling
Module 11	Navigating Staff Personnel Policies & Contracts
Module 12	Personal Effectiveness and Time Management