



## **Alberta Food Processors Association (AFPA)**

### **AFPA Frontline Supervisory Training Program**

Companies benefit when they can promote their internal staff to front-line supervisory positions or strengthen the skills of existing supervisors. The requirements of a supervisor can be intimidating; paperwork; production pressures; implementing food, health and safety regulations; working with a diverse group of workers and much more.

The course includes seven modules which are taught in five classroom days. Two weeks back in the plant between each classroom day, provides an opportunity to apply the learning from the classroom.

#### **The Course Covers these Topics**

##### **Introduction to the role of the supervisor in the industry**

- The realities of the front-line supervisor in the food processing industry

##### **Creating an Effective Workplace**

- Strategies to create a workplace where workers are productive and motivated

##### **Health, Safety & Wellness**

- The role of the supervisor in promoting health & safety regulations and wellness in the workplace.

##### **Navigating Workplace Documents**

- Learn how to quickly and effectively read and complete workplace documents

##### **Verbal Communication**

- How to provide constructive feedback, give clear instructions, ask effective questions & listen to workers

##### **Problem Solving**

- Develop effective preplanning & problem solving skills to minimize negative results

##### **Resolving Workplace Conflict**

- Strategies to minimize and manage conflict

