**Supervisor Training Outline – Half day workshop**

| **Section** | **Time Allocated (mins)** | **Additional Comments** |
| --- | --- | --- |
| Welcome | 5 | Welcome and introductions |
| Reconstruction video | 15 |  |
| Discussion | 5 |  |
| Nokia Supervisor Training | 5 | Discuss Aims and objectives, what to expect and general program outline |
| Supervision Monitoring and Audit | 10 | What each of these terms mean, how they are different from each other and what that means to you when working on behalf of Nokia |
| Your role as a Supervisor for Nokia | 15 |  |
| **Exercise:** Role Play: Collaborative decision making | 20 | Split into small groups – and discuss the situation described and make a decision that is safe for the team to perform work |
| The Key Risks at Nokia | 30 | Non-negotiables and Life Saving Rules |
| Nokia Essentials | 30 | Speak about Nokia Essentials “Open – Empowered – Fearless” |
| Coffee Break | 20 |  |
| Helping you be a supervisor | 5 | Brief review |
| **Exercise:** Toolkit review | 60 | Review the toolkit in detail and have a general discussion |
| Being a good supervisor |  |  |
| Test | 10 |  |
| **Exercise:** Intervene and Coaching | 20 | Split into small groups – and discuss the situation described and make a decision on how you would handle the situation |
| Downside to not supervising effectively | 5 |  |
| Q&A | 10 |  |
| Executive clip and message | 5 | TBD |
| TOTAL TIME | 270 minutes | 4.5 hours |

**NOTES**

Half Day session

Who will deliver the workshop? PS&S/ H&S in Markets and Suppliers H&S.

When is the Workshop should be delivered? New joiners and annually.

Where should it be delivered? Nokia and supplier premises.

Who are the target audience for the workshops?

* Nokia Internal - HSE personnel
* Nokia Internal – Anyone in supervisory role for the project
* Nokia Internal – Project/ Delivery managers
* Subcontractor/ Suppliers – H&S Personnel
* Subcontractor/ Suppliers – Anyone in supervisory role for the project, specifically team supervisors and senior team members
* Subcontractor/ Suppliers – Project/ Delivery managers

For field teams, every team has a person in charge, this person must receive Nokia Supervisor Training.