



**ASSETS PROTECTION COMPANY**  
**SECURITY AND SAFETY TRAINING CENTER**  
**(A DIVISION OF SAUDI PETRO GAS CO.)**

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**Supervisory Development Programme**

**Objectives:**

The objective of this course is to provide, enhance and promote safe technical knowledge and practices concerning actual day-to-day tasks of the trainees, wherein after the completion of the program, the participant will be able to:

- Know about the business of the company and determine key problems and processes
  - Understand the role of the supervisory cadre and actions necessary to perform supervisor's role effectively
  - Understand the importance of communications in the work areas and learn effective communications skills
  - Understand the rules and regulations in their area of work and enforce discipline
  - Understand the importance of the team work and motivation
  - Understand the importance of cost, profitability and quality as essential for business performance
  - Learning through Group Tasks
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**Course Subjects:**

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| ■ Know your Company (Overview)               | ■ TQP and the Supervisor                |
| ■ Roles and responsibilities of a Supervisor | ■ Communication skills and exercise     |
| ■ Working on the Plant                       | ■ Effective Team-Work                   |
| ■ Employees Responsibility                   | ■ Latest initiatives in the Company     |
| ■ Motivation                                 | ■ Cost effectiveness and cost reduction |
| ■ Human Relation on shop floor levels        | ■ Planning organizing and coordination  |
|  | ■ Action Planning                       |
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**Participants:**

- Maintenance and Production Supervisors

**Methodologies:**

- Pre-Training Assessment
- Class Room sessions
- Plant / Work visits
- Evaluation – Written & Practical Test, Oral / Viva-Voce Test

**Duration:**

- Two (2) to four (4) Weeks in general at 5 days of 8 hours each.

**Course Location:**

- Security and Safety Training Center, Dhahran or at Client's Suitable Venue

**Language:**

- English / Arabic