

## SCHEME OF WORK

### Supervisory skills in CNA

WE EK	LESS ONS	TOPICS	SUBTOPI CS	OBJECTI VES	LEARNIN G ACTIVITI ES	LEARNI NG RESOU RCES	REMA RKS
1.	1-2	Introducti on to Supervisi on in Nursing Assistanc e	Definition of supervisi on in healthcare  Importanc e of supervisor y skills in CNA roles  Differenc es between leadership and managem ent  Qualities of an effective supervisor	Define supervisi on in the healthcare context.  Explain the importance of supervisor y skills for CNAs.  Differentiat e between leadership and managem ent.  Identify key qualities of an effective supervisor.	Brainstor ming Group discussio ns Case study	Handout s Online materials CAN supervisi on manuals and healthcar e leadershi p books.	
2.	3-4	Leadershi p Styles and Decision- Making	Different leadership styles (authoritati ve, democratic , transforma tional, etc.)	Identify different leadership styles (authoritati ve, democratic , transforma	Role- playing different leadershi p styles in caregivin g scenarios .	Handout s Online research	

			<p>Role of CNAs in leading teams and shifts</p> <p>Decision-making strategies in healthcare</p> <p>Situational leadership in patient care</p>	<p>tional, etc.).</p> <p>Analyze the role of CNAs in leading teams and shifts.</p> <p>Apply decision-making strategies in patient care.</p> <p>Adapt leadership styles to different caregiving situations.</p>	<p>Group discussions on real-life decision-making in nursing assistance.</p>		
3.	5-6	Effective Communication and Team Coordination	<p>Importance of clear communication in healthcare supervision</p> <p>Active listening and feedback techniques</p> <p>Supervising and coordinating nursing assistants in a team</p> <p>Communication</p>	<p>Explain the role of communication in effective supervision.</p> <p>Demonstrate active listening and feedback techniques.</p> <p>Describe strategies for coordinating a team of CNAs.</p>	<p>Interactive communication exercises.</p> <p>Group discussion on overcoming language barriers in patient care.</p>	<p>Handouts</p> <p>Online materials</p>	

			challenges in multicultural healthcare settings	Identify and overcome communication challenges in multicultural healthcare settings.			
4.	7-8	Delegation and Time Management in CAN Supervision	<p>Principles of delegation in nursing care</p> <p>Identifying tasks to delegate vs. tasks to perform personally</p> <p>Prioritization of duties in a busy healthcare environment</p> <p>Time management techniques for supervisors</p>	<p>Define delegation and explain its importance in CNA roles.</p> <p>Identify tasks that can be delegated versus those requiring direct supervision.</p> <p>Apply prioritization techniques in a busy healthcare environment.</p> <p>Use time management</p>	<p>Group discussions</p> <p>Giving notes</p> <p>Brainstorming</p>	Online materials Handouts	

				strategies to improve efficiency			
5.	9-10	Conflict Resolution and Problem-Solving	<p>Common workplace conflicts in healthcare settings</p> <p>Strategies for resolving conflicts among staff</p> <p>Dealing with patient and family complaints</p> <p>Professionalism and emotional intelligence in supervision</p>	<p>Identify common workplace conflicts in healthcare.</p> <p>Apply conflict resolution strategies among staff members.</p> <p>Manage patient and family complaints professionally.</p> <p>Demonstrate professionalism and emotional intelligence in supervision.</p>	<p>Role-playing conflict resolution scenarios</p> <p>Group discussions on managing difficult patients and co-workers.</p>	Online materials Handouts	
6.	11-12	Performance Evaluation and Motivation of CNAs	<p>Importance of performance assessment in nursing teams</p> <p>Providing constructive feedback to CNAs</p>	<p>Explain the importance of performance assessment in nursing teams.</p> <p>Apply techniques for</p>	<p>Group discussion on effective feedback techniques</p> <p>Interactive</p>	Handouts Online materials	

			<p>Motivating and supporting team members</p> <p>Addressing workplace stress and burnout</p>	<p>providing constructive feedback to CNAs.</p> <p>Identify strategies to motivate and support team members.</p> <p>Address workplace stress and burnout effectively.</p>			
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