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 supervision in healthcare Importance of supervisory skills in CNA roles Differences between leadership and management Qualities of an effective supervisor	Define supervision 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	

	1		5. (
			Role of	tional,			
			CNAs in	etc.).	Group		
			leading		discussio		
			teams and	Analyze	ns on		
			shifts	the role of	real-life		
				CNAs in	decision-		
			Decision-				
				leading	making in		
			making	teams and	nursing		
			strategies	shifts.	assistanc		
			in		e.		
			healthcare	Apply			
				decision-			
			Situational	making			
			leadership	strategies			
			in patient	in patient			
			•	•			
			care	care.			
				Adapt			
				leadership			
				styles to			
				_			
				different			
				caregiving			
				situations.			
3.	5-6	Effective	Importanc	Explain the	Interactiv	Handout	
		Communi	e of clear	role of	е	S	
		cation and	communic	communic	communi	Online	
		Team	ation in	ation in	cation	materials	
		Coordinati	healthcare	effective	exercises		
		Coolullati					
					0,010,000		
		on	supervisio	supervisio			
			supervisio n	supervisio n.	Group		
			supervisio n Active	supervisio n. Demonstra	Group discussio		
			supervisio n Active listening	supervisio n. Demonstra te active	Group discussio n on		
			supervisio n Active listening and	supervisio n. Demonstra te active listening	Group discussio		
			supervisio n Active listening and feedback	supervisio n. Demonstra te active listening and	Group discussio n on		
			supervisio n Active listening and	supervisio n. Demonstra te active listening	Group discussio n on overcomi		
			supervisio n Active listening and feedback	supervisio n. Demonstra te active listening and	Group discussio n on overcomi ng		
			supervisio n Active listening and feedback techniques	supervisio n. Demonstra te active listening and feedback	Group discussio n on overcomi ng language barriers in		
			supervisio n Active listening and feedback techniques Supervisin	supervisio n. Demonstra te active listening and feedback	Group discussio n on overcomi ng language barriers in patient		
			supervisio n Active listening and feedback techniques Supervisin g and	supervisio n. Demonstra te active listening and feedback techniques	Group discussio n on overcomi ng language barriers in		
			supervisio n Active listening and feedback techniques Supervisin g and coordinatin	supervisio n. Demonstra te active listening and feedback techniques . Describe	Group discussio n on overcomi ng language barriers in patient		
			supervisio n Active listening and feedback techniques Supervisin g and coordinatin g nursing	supervisio n. Demonstra te active listening and feedback techniques . Describe strategies	Group discussio n on overcomi ng language barriers in patient		
			supervisio n Active listening and feedback techniques Supervisin g and coordinatin g nursing assistants	supervisio n. Demonstra te active listening and feedback techniques . Describe strategies for	Group discussio n on overcomi ng language barriers in patient		
			supervisio n Active listening and feedback techniques Supervisin g and coordinatin g nursing	supervisio n. Demonstra te active listening and feedback techniques . Describe strategies for coordinatin	Group discussio n on overcomi ng language barriers in patient		
			supervisio n Active listening and feedback techniques Supervisin g and coordinatin g nursing assistants in a team	supervisio n. Demonstra te active listening and feedback techniques . Describe strategies for coordinatin g a team	Group discussio n on overcomi ng language barriers in patient		
			supervisio n Active listening and feedback techniques Supervisin g and coordinatin g nursing assistants	supervisio n. Demonstra te active listening and feedback techniques . Describe strategies for coordinatin	Group discussio n on overcomi ng language barriers in patient		

			challenges in multicultur al healthcare settings	Identify and overcome communic ation challenges in multicultur al healthcare settings.			
4.	7-8	Delegatio n and Time Managem ent in CAN Supervisi on	Principles of delegation in nursing care Identifying tasks to delegate vs. tasks to perform personally Prioritizatio n of duties in a busy healthcare environme nt Time managem ent techniques for supervisor s	Define delegation and explain its importance in CNA roles. Identify tasks that can be delegated versus those requiring direct supervisio n. Apply prioritizatio n techniques in a busy healthcare environme nt. Use time managem ent	Group discussio ns Giving notes Brainstor ming	Online materials Handout s	

		1	Ι	_44	I	1	
				strategies			
				to improve efficiency			
5.	9-10	Conflict	Common	Identify	Role-	Online	
0.	3-10	Resolutio	workplace	common	playing	materials	
		n and	conflicts in	workplace	conflict	Handout	
		Problem-	healthcare	conflicts in	resolution	S	
		Solving	settings	healthcare.	scenarios		
			Strategies	Apply			
			for	conflict	Group		
			resolving	resolution	discussio		
			conflicts	strategies	ns on		
			among	among	managing		
			staff	staff	difficult		
			Dealiss	members.	patients		
			Dealing with	Managa	and co- workers.		
			patient and	Manage patient and	WUINEIS.		
			family	family			
			complaints	complaints			
			Joniplania	profession			
			Profession	ally.			
			alism and				
			emotional	Demonstra			
			intelligenc	te			
			e in	profession			
			supervisio	alism and			
			n	emotional			
				intelligenc			
				e in			
				supervisio			
6.	11-12	Performa	Importanc	n. Explain the	Group	Handout	
0.	- 2	nce	e of	importance	discussio	S	
		Evaluatio	performan	of	n on	Online	
		n and	ce	performan	effective	materials	
		Motivation	assessme	ce	feedback	matorialo	
		of CNAs	nt in	assessme	technique		
			nursing	nt in	s		
			teams	nursing	Interactiv		
				teams.	е		
			Providing				
			constructiv	Apply			
			e feedback	techniques			
			to CNAs	for			

Motivating and supporting team members Addressin g workplace stress and burnout	providing constructive feedback to CNAs. Identify strategies to motivate and support team members.		
	Address workplace stress and burnout effectively.		