Curriculum

Course offerings are subject to change.

Core Classes

The following 32 hour core curriculum has been designed to reflect the critical performance requirements for your position. All hours of core courses are required. Participants may request a waiver of a core class due to recent prior experience or training; a formal request to the Office of Human Resources should be submitted after orientation.

- 4.5 hours  Orientation/Effective Supervision at UMS
- 3.0 hours  Supervising in a Union Environment
- 2.0 hours  Legal and Policy Issues I: Equal Opportunity
- 4.0 hours  Legal and Policy Issues II
- 2.0 hours  Performance Management
- 2.0 hours  Handling Performance Problems
- 2.5 hours  Tools for Successful Hiring
- 4.0 hours  Effective Communication Skills
- 3.0 hours  Conflict Management
- 2.0 hours  Managing In A Diverse Work Force
- 3.0 hours  Developing Your Team

Elective Classes

A variety of electives may be offered to employees to enhance your role as a supervisor.