

Supervisor Development Institute

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.