

Supervisor Development Institute

Goals

- To develop a staff of highly skilled and competent supervisors who understand and manage human and capital resources in a strategic rather than reactive fashion.
- To make supervision at the System Office more effective and efficient by giving supervisors the tools, knowledge, and skills needed to be successful.
- To assist supervisors in the proper application and effective use of policies, procedures, services, and resources.
- To encourage consistency in how people supervise staff.
- To connect supervisors with one another in order to share ideas, solve problems, and provide support to each other.
- To improve communication within and between units at all levels of the System Office
- To prevent problems caused by ineffective supervision.
- To promote wellness and employee satisfaction by improving supervisory practices.
- To make significant long-term contributions to the mission of the University of Maine System.

Benefits of Participating

After completing the *Institute*, you should be able to:

- Understand the function, expectations, responsibilities, and authority of your role as a supervisor.
- Work effectively with employees.
- Set and achieve goals.
- Communicate more effectively.
- Develop a systematic and logical approach to solving problems and making decisions.
- Manage conflict and build consensus.
- Learn strategies to help develop the skills, knowledge, and abilities of direct reports.
- Establish a plan of self development in technical and managerial areas.
- Become part of a strong network of supervisors who can rely upon each other for support and information.

After successfully completing the Supervisor Development Institute, you will be awarded a Certificate at the Graduation Ceremony. A copy of the Certificate and notification of your successful completion will be placed in your personnel file.