

Foundations of Supervision

Target Audience: Front Line Managers of Staff, Students, and Graduate Assistants

Foundations of Supervision includes both formal classroom and informal outside learning activities to maximize the participants learning experience and provide them with concepts, tools, and resources to immediately apply back to their work.

Participant Requirements

During the program, participants will be engaged in and required to complete the following activities:

1. Meet with their Supervisor during the program to discuss his/her learning goals/development plan
2. Attend and actively participate during each of the scheduled class sessions and complete all homework assignments. Participants may only miss only one class session and still earn a certificate of completion
3. Meet with their assigned cohort learning groups once per month to discuss their learning and share best practices
4. Conduct a short best practices project assignment on a topic of his/her choice
5. Based on his/her research, prepare a recommendations summary or job aid that represents what was learned and present it to the class during the concluding session, and
6. Upon conclusion of the program, meet with their Supervisor to discuss what he/she learned, share best practice research, and what he/she will apply back on the job

Supervisor Support Requirements

Please actively support participants by ensuring the necessary release time and work coverage arrangements so he/she is in attendance every session and have the necessary time to complete the outside learning activities. Also, as mentioned in the program activities above, make time to meet throughout the program to ask about the participants learning goals and development plan. Your role will be to help coach them so they are applying what they learn back on the job. Also, act as a performance coach providing continual feedback on their learning and development goals.

Program Completion

Upon successful completion of the required program activities, a certificate of completion will be awarded to participants during the concluding session.

Program Outline

Module	Date	Time	Topic
Module 1	October 6, 2017	9:00 – 12:00	<ul style="list-style-type: none"> • Introductions • Program Overview • Explanation of Action Learning Assignment • Needs Assessment • Lominger Card Sort
Module 2	November 3, 2017	9:00 – 12:00	<ul style="list-style-type: none"> • Communication Styles • Simulation
Module 3	December 1, 2017	9:00 – 12:00	<ul style="list-style-type: none"> • Employee Engagement-It Starts with You! • Situational Leadership • Engaging Employees in Key Strategies – Line of Sight • Delegation • Setting Performance Objectives
Module 4	January 12, 2018	9:00 – 12:00	<ul style="list-style-type: none"> • Assessing Talent with Talent Reviews • Setting Development Objectives • Holding Productive 1:1 Meetings • Performance Feedback
Module 5	February 2, 2018	9:00 – 12:00	<ul style="list-style-type: none"> • Team Building-Avoiding the 5 Dysfunctions of a Team • Rewards and Recognition • Managing Students-Student Development Implications
Module 6	March 2, 2018	9:00 – 12:00	<ul style="list-style-type: none"> • Conflict Management • Leadership Panel
Module 7	April 6, 2018	9:00 – 12:00	<ul style="list-style-type: none"> • Simulation
Module 8	May 4, 2018	9:00 – 12:00	<ul style="list-style-type: none"> • Program Reflections • Best Practices in Supervision (Action Learning Assignment Presentations) • Certificates and Celebration