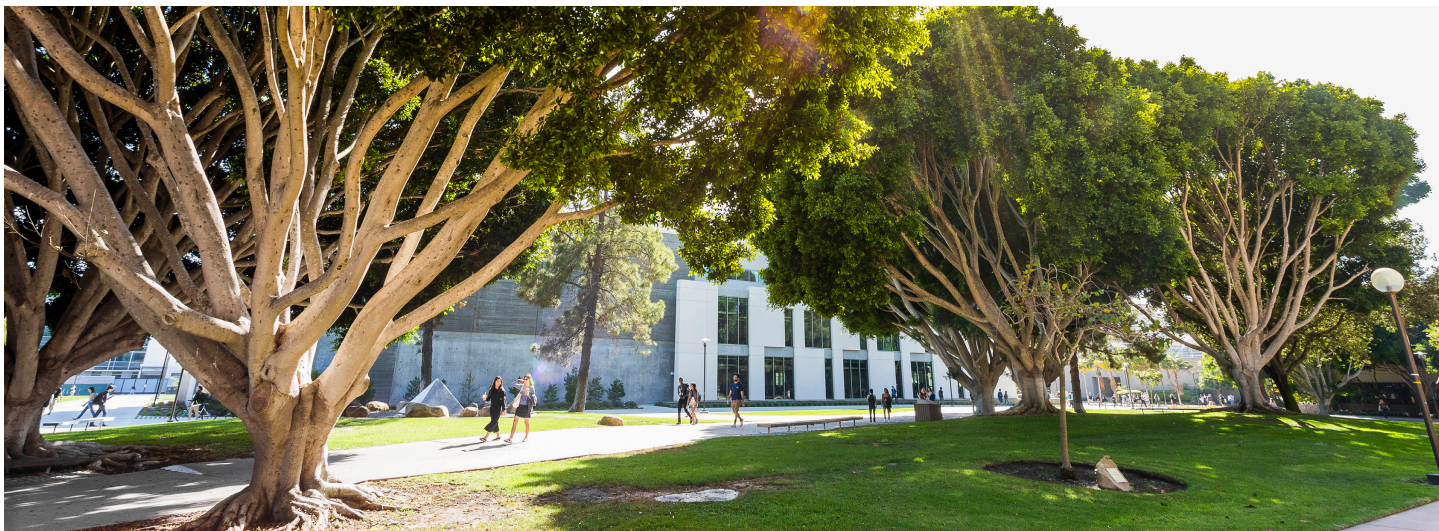


Supervisory Certificate Program



SCP Spring 2024

The Supervisory Certificate Program is designed to give staff professional development training in supervisory and leadership competencies, policies and procedures, and people skills. Courses can be taken as stand-alone courses or as a complete certificate program.

Building Strength through Diversity

Wednesday, April 17th 2024 | 8:30 am – 4:00 pm |

Zoom | Course Code 2002 | \$70

In this course, participants will gain an understanding of the elements and dimensions of culture to meet the challenges and integrate the strengths of cultural differences in the workplace. In addition, participants will learn about working with cross-generational teams, given today's four-generational society.

Leadership Skills

Wednesday, April 24th 2024 | 8:30 am – 4:00 pm |

Zoom | Course Code 2005 | \$70

There is a big difference between managing people and truly leading people. This course helps participants define and learn how to develop the skills and mindset to become a more robust and influential leaders. You will learn how leaders develop and use power, learn about different leadership styles and characteristics of great leaders, and how to be ethical, including influencing those around you.

Coaching for Improved Work Performance

Wednesday, May 8th 2024 | 8:30 am – 12:00 pm |

Zoom | Course Code 7121 | \$70

By combining experience, skills, training, and practice, successful supervisors have developed strategies and methods to get the best out of themselves and their employees. Learn proven coaching techniques to solve workplace problems, improve performance and motivate employees.

Making Teams Work

Wednesday, May 15th 2024 | 8:30 am – 4:00 pm |

Zoom | Course Code 8009 | \$70

We can all benefit from learning how to foster teamwork to help make our workgroups more productive. Topics include factors leading to a well-functioning team, stages of team development, effective ways to deal with difficult team members, ground rules and team structure, and keys to effective team meetings.

Disability Management for Supervisors

Tuesday, May 21st 2024 | 1:30 pm – 4:00 pm |

Zoom | Course Code 2011 | \$20

Supervisors and Managers are obligated under federal and state law to engage in the interactive process and provide reasonable accommodations to employees with a disability. Learn about the interactive process, reasonable accommodations, and how to discuss disability-related needs with your employees positively and confidentially. Develop the skills necessary for creating a disability-inclusive workplace by collecting resources and gathering ideas for workplace accommodations.

Employee Hiring Process

Wednesday, May 29th 2024 & Thursday, May 30th 2024 | 8:30 am – 12:00 pm |

Zoom | Course Code 2012 | \$70

Learn to manage the selection process, develop job-related criteria, and conduct compelling interviews. Topics include job postings, preparation, completion of vacancy and evaluation/selection forms, advertising, outreach strategies, do's and don'ts of Interviewing, search committee guidelines, and affirmative action. Sound practical guidance on using the current hiring policies, selection guidelines, TAM system, and interviewing methods to increase the diversity of your applicant pools.