

Supervisory Development Certificate (SDC) CURRICULUM

SDC participants may check for schedules of course offerings on our web site at:
<http://www.delawarepersonnel.com/training/special/sup/index.shtml>

Check listings often because updates are made throughout the year.

SDC Required Courses: (All courses are one day unless marked otherwise)

- HR Basics (**Online**)
- Human Side of Management (3 days) (Fee \$50.00)
- Moving Into Supervision (for non-supervisors)
- Personal Profile/Behavioral Styles (DiSC)
- Put It In Writing (3 days) (Fee \$150.00)
- Quality Service In The Public Sector
- Supervisory Orientation (**Online includes 5 modules:** 1. Know Your State Government, 2. Supervisor's Role, 3. AA/EEO, 4. *Merit Rules**, and 5. *Getting the Job Done.**) **modules 4 & 5 are under development and should be ready in the near future.*

SDC Elective Courses: (must complete 2)

- Conflict Resolution
- Effective Presentation Skills
- Facilitation Skills for Planning Meetings
- One computer training course
- Project Management
- Supervisor as Trainer
- Workplace Communication/Active Listening