

University of Maine System Supervisor Development Institute

The University of Maine System Supervisor Development Institute (SDI) is an educational program with the goal of providing supervisors* and managers with the requisite skills and knowledge to effectively manage people and functions. The program includes workshops, self-directed learning, and ongoing reinforcement activities.

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 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 put supervisors in touch 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 UMS.
- 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/UMS.

* The Supervisor Development Institute defines a supervisor as someone who:

- oversees the day-to-day work of another regular employee
- is responsible for annual performance assessment of one or more employees
- is responsible for disciplinary actions or recommendations concerning one or more employees' performance

Benefits of the UMS Supervisor Development Institute

UMS/Campus	Work Unit/Department Head	Institute Participant
<ul style="list-style-type: none"> • Promote healthy, satisfying work environment • Attract talented employees • Improve efficiency • Improve customer service • Increase skills and knowledge so people grow (a benefit, reward, and necessity) • Increase consistency • Decrease turnover • Increase knowledge in order to lessen liability • Address identified need to better train/educate UMS supervisors 	<ul style="list-style-type: none"> • Promote healthy, satisfying work environment; more pleasant place • Attract talented employees: people want to transfer in, not out of, department • Improve efficiency; get more done • Increase team effectiveness • Improve customer service • Increase back-up plans to handle work • Prevent problems; be pro-active • Supervisor can work more independently • Decrease turnover • Increase knowledge in order to lessen liability • Decrease headaches and complaining 	<ul style="list-style-type: none"> • Increase understanding of UMF mission, values, departments, and resources • Personal and professional growth • Increase employee satisfaction • Know where to go for help/resources • Get to know other supervisors and use them as a resource for support and ideas • Improve efficiency; get more done • Improve customer service • Increase team effectiveness • Increase ability to handle problems • Attract talented employees • Decrease turnover • Decrease headaches and complaining • Have a fun, rewarding learning experience!