

**University of Maine System
SUPERVISOR DEVELOPMENT INSTITUTE**

Curriculum Worksheet

The following core curriculum has been created to reflect the critical performance requirements for your position, as well as to offer participants consistency in education with other supervisors. *All 32 hours are required.*

Participants may request a waiver of a module due to recent prior experience or education; a formal request to Human Resources should be submitted after the first module.

MODULE TITLE	DATE	# HOURS	COMMENTS
SDI Orientation/ Basics of Effective Supervision		4.5	
*Conflict Management		3.0	
Effective Communication Skills		4.0	
Handling Performance Problems		2.0	
Legal & Policy I: Sexual Harassment		2.0	
Legal & Policy II		3.5	
Managing in a Diverse Workforce		2.5	
Performance Management		2.0	
Supervising in a Union Environment		3.0	
*Team Building		3.0	
Tools for Successful Hiring		2.5	

*Recommended pre-requisite: Effective Communication Skills