

Supervisory Certificate Program



SCP Spring 2025

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.

Employee Relations Solutions

Thursday, April 3rd 2025 & Friday, April 4th 2025 | 9:30 am – 12:00 pm

IN PERSON | Course Code 2017 | \$50

Offered In person at the Human Resources Office Dealing with employee relations issues can be one of the most challenging parts of a supervisor's or manager's job. Gain the knowledge and skills necessary to improve your management skills and effectively resolve the most common employee issues: performance, attendance, and conduct. Also, learn about progressive discipline and the different forms of corrective action.

Building Strength through Diversity

Wednesday, April 2nd 2025 | 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.

Classification Workshop

Tuesday, April 8th 2025 & Thursday, April 10th 2025 | 9:00 am – 12:00 pm

Zoom | Course Code 2007 | \$60

Overview of staff classification and compensation policies and procedures, including how to structure job descriptions, the methodology used for classifying jobs, and the factors considered in establishing fair and equitable pay for positions.

Leadership Skills

Wednesday, April 9th 2025 | 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, April 30th 2025 | 8:30 am – 4:00 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.

Building High Performance Teams

Wednesday, May 7th 2025 | 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.