

SUPERVISION (SDP)

SDP 109: Elements of Supervision (3)

This is an introductory course dealing with the problems and skills of the first-level supervisor. Attention is given to management communications, motivating employees, effective leadership styles, training, organizing, and decision-making techniques. 3 lecture hrs/wk

Terms Typically Offered: Fall, Spring

SDP 113: Human Relations-Supervisors (3)

This course analyzes the mutual relationships of organizational employees, customers, and other outside persons. Studies and provides critical thinking about teamwork, coaching, counseling, and mutual respect, personal integrity, and acceptance of others. Students will gain insight into the human and organizational factors that influence the workplace beyond the traditionally measured outcomes of performance, production, and profitability. 3 lecture hrs/wk

Terms Typically Offered: Fall

SDP 201: Coaching in the Workplace (3)

This course is designed to help supervisors and other team leaders define the effective coach, build a coaching foundation, and plan a coaching strategy. Employee personality types, trust building, and healthy coach- employee relationships will be addressed. Effective questioning strategies as information-gathering tools will also be addressed. 3 lecture hrs/wk

Terms Typically Offered: Spring

SDP 204: Labor and Mgmt Relations (3)

This course provides students with the history of labor and management relations as a way to understand the current collective bargaining process. The role of collective bargaining is examined in order to understand how the strategic goals of both labor and management influence the process. The history of collective bargaining, the role of each participant, and critical thinking skills related to modern labor and management roles are emphasized. 3 lecture hrs/wk

Terms Typically Offered: Winter

SDP 208: Human Rscs for Supervisors (3)

This course prepares students for real issues and current challenges in supervising personnel in the workplace. 3 lecture hrs/wk

Terms Typically Offered: Winter

SDP 215: Equal Employment Opportunity (3)

This course reviews the United States Equal Employment Opportunity (EEO) laws, regulations, and guidelines that affect first-line supervisors. Beginning with a Title VII of the 1964 Civil Rights Act and moving through to the 2008 Genetic Information Nondiscrimination Act, the course covers all eight federal non-discrimination laws. The role of the U.S. Equal Employment Opportunity Commission (EEOC) is reviewed along with the EEOC website. Case studies provide context to the laws and guidelines. Students achieve the knowledge necessary to maintain an EEO compliant workplace. 3 lecture hrs/wk

Terms Typically Offered: Winter

SDP 223: Employee Dev and Perform Mgmt (3)

This course will examine the modern role of employee performance management that has replaced the historical concept of employee reviews and job-based measurement standards. Students will analyze the supervisor's role in the total employee development process. An emphasis is placed on the use of employee development within the organizational strategic plan, performance measurement, along with a study of reward systems and legal issues. Upon completion of the course, students will be prepared to construct an employee development plan. 3 lecture hrs/wk

Terms Typically Offered: Spring