

EFFECTIVE SUPERVISION PROGRAM (ESP)

REQUIREMENTS (SUPERVISORS MUST COMMIT TO THE FOLLOWING)

- Attend all three days
- Complete the pre-work and assignments between the three days
- Supervise at least one person and ideally no more than eight
- Complete the Clifton StrengthsFinder Assessment
- Attend the Managing Your Strengths workshop (scheduled each semester)

AGENDA

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| 8:30am – 9:00am | Breakfast |
| 9:00am – Noon | Session 1 |
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| Noon – 1:00pm | Lunch |
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| 1:00pm – 4:00pm | Session 2 |

SCHEDULE

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| Day 1 | Session 1 | Nature of Managerial Work |
| Day 1 | Session 2 | Leadership, Principles of Management, and Motivation and Delegation |
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| Day 2 | Session 1 | Employment and Selection |
| Day 2 | Session 2 | Orientation, Training, and Career Development |
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| Day 3 | Session 1 | Communication, Coaching, and Conflict Management |
| Day 3 | Session 2 | Job Performance and the Performance Appraisal Process |

Note: This program replaced the Management & Supervision Certificate in June 2015; currently enrolled employees may complete this certificate.