

Supervisory Development Series Summer and Fall Schedule Overview

Program Benefits

The Supervisory Development Series is a blended learning format. The curriculum includes ten myLearn courses and ten in-person courses. The online component offers flexibility and the in-person courses provide an opportunity to network and learn with colleagues. Those who complete all program requirements will receive a certificate of completion. Courses are typically completed over two semesters and do not need to be taken in order.

Upon completion of the UMKC Supervisory Development Series, participants will be able to:

- Describe essential supervisory responsibilities
- Describe the effect of policies UM and UMKC Human Resource policies on supervision
- Identify best practices for Time and Labor recordkeeping
- Discuss policy and process for Family and Medical Leave Act (FMLA) requests and use
- Use Talk It Up! tools to improve communication and increase feedback, guidance, and coaching
- Resolve performance and disciplinary issues by implementing fair and progressive disciplinary processes
- Implement strategies to interview and select qualifying candidates for open positions
- Explore the UMKC value of Diversity through the Embrace Diversity and The Science of Unconscious Bias courses

Summer Dates: June 23 – August 6, 2020	
Supervisory Foundations	June 23, 1:00 – 3:00 p.m.
Embrace Diversity	June 30, 1:00 – 3:00 p.m.
Time and Labor	July 14, 1:00 – 2:00 p.m.
Litigation Landmines	July 14, 2:15 – 3:15 p.m.
Importance of Feedback	July 21, 1:00 – 3:00 p.m.
Legal and Effective Discipline	July 28, 1:00 - 3:00 p.m.
The Science of Unconscious Bias	Aug. 11, 1:00 – 3:00 p.m.

(not all courses will be available this summer)

Fall Dates: September 16 –November 11, 2020	
Supervisory Foundations	Sept. 16, 9:00 – 11:00 a.m.
Embrace Diversity	Sept. 23, 9:00 -11:00 a.m.
Policy Overview	Sept. 30, 9:00 –10:00 a.m.
FMLA	TBA
Time and Labor	Oct. 7, 9:00 -10:00 a.m.
Litigation Landmines	Oct. 14, 9:00 – 11:00 a.m.
Importance of Feedback	Oct. 21, 9:00 – 11:00 a.m.
Legal & Effective Discipline	Oct. 28, 9:00 – 11:00 a.m.
Interviewing & Selection	Nov. 4, 9:00 – 11:00 a.m.
The Science of Unconscious Bias	Nov. 11, 9:00 - 11:00 a.m.

Summer dates will be on Zoom. Location or Zoom link will be available for fall before the series resumes in September.

Click the Supervisory Development Series-Instructor Led Courses link. Select enroll in to add the Learning Program and activate the course links. Then select each course title to enroll in a specific session date. You will also enroll in the online part of the program. This will activate the course links in that section.

Enroll on myLearn at [UMKC Supervisory Development Series](#)

If you have questions, please contact Susi Mickey at mickeysu@umkc.edu