

Supervisory Development Certificate (SDC) CURRICULUM

SDC participants may check their SDC Curriculum for schedules of course offerings by logging in to the Delaware Learning Center (DLC) at:
<http://hrm.omb.delaware.gov/training/>

Check listings often because updates are made throughout the year.

SDC Required Courses: (All courses are one day unless marked otherwise)

- AA/EEO (**Online**)
- Getting the Job Done as a Supervisor
- HR Basics (**Online**)
- Human Side of Management (3 days) (Fee \$50.00)
- Know Your State Government (**Online**)
- Merit Rules
- Moving Into Supervision
- Personal Profile/Behavioral Styles (DiSC)
- Planning and Reviewing Performance
- Put It In Writing (3 days) (Fee \$100.00)
- Quality Service In The Public Sector
- Supervisor's Role (**Online**)

SDC Elective Courses: (must complete 2)

- Conflict Resolution
- Effective Presentation Skills
- Facilitation Skills for Planning Meetings
- Fundamentals of Employment and Labor Relations Practices
- Using the EAP as a Performance Improvement Resource
- Workplace Communication/Active Listening