

Standards and Training for Corrections

Division 80-Hour Supervisor Core

Course Curriculum

Role of the Supervisor-Rights, Responsibilities and Duties

- Management Theory and Process
- Styles of Supervision
- Functions of the Supervisor

Managing Personnel

- Legal Responsibilities
- Labor Relations
- Performance Appraisals/Evaluations
- Grievances and Grievance Procedures
- Discipline and Disciplinary Procedures
- Safety in the Work Place
- Cultural Awareness
- Employee Assistance and Counseling Techniques

Supervisory Skills

- Leadership
- Motivation of Staff
- Problem Solving
- Decision Making
- Time Management
- Staff Training
- Assigning Tasks
- Delegating
- Planning and Setting Objectives
- Conducting Meetings
- Conflict Management

Laws and Standards

- Laws
- Legal Issues
- Legal Update

Communication

- Principles of Effective Communication
- Public Relations