



Developing the Skillful Supervisor Program– FY 2018

Developing the Skillful Supervisor (DSS) is an interactive cohort program that provides a **comprehensive understanding for new and aspiring managers and supervisors of the skills and competencies essential for successful transition into unit, team and shift leadership positions.** Participants learn about organizational functions and responsibilities, practice written and verbal communication and problem solving, set goals and identify desired outcomes, prioritize tasks to effectively managing time. Along with skills, cohort members acquire strategies for enhancing their leadership credibility--through professional expertise, personal integrity and institutional knowledge.

Both internal and external class facilitators bring a wide-range of expertise. Class presentations and activities enable participants to reflect upon the role of manager/supervisor, fill gaps in skills and knowledge, and build community with colleagues also moving up. Cohort members have the opportunity to work one-to-one with an MC mentor and to deepen their understanding of what it means to be focused on student success collegewide. Participants who fulfill all program requirements receive **Certificates**.

FY18 Class Schedule

Date	Class	Facilitators
September 13	Orientation	Laura White & Bryant Davis
September 27	Introduction to Supervision	Leah Joppy Payton
October 11	Delegation/Mentoring	Jill McCrory/Laura White
October 25	Time Management	Sharon Fountain
November 1	Communication and Writing Skills	Bryant Davis
November 15	Challenging Behaviors and Situations	Tracey Cairnie
December 6	Skillful Thinking and Problem Solving	John Egan
January 24	Check Yourself	Delora Shedrick
February 14	Transition to Supervision	Joe Raia
February 21	MAKE UP DAY	
February 28	Closing Luncheon and Celebration	Laura White

For more information, contact Laura White, Training and Development Specialist, CPOD, at 240-567-4297. Use MC LEARNS to apply and register. Each class is Wednesday, from 8:45 AM – 4:15 PM.

CPOD's cohort programs affirm the importance of diversity awareness and intercultural competence as crucial employee skills. For new employees (in their first 12 months), participating in a cohort program meets the [College requirement](#) to annually complete a class in multicultural/diversity training. Thereafter, employees may create an Equity and Inclusion goal by participating in any CPOD cohort program.

Deadline for application submission is Friday, August 25, 2017.



Center for Professional & Organizational Development

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