

SUPERVISOR DEVELOPMENT PROGRAM

Program Description

The Supervisor Development Program is a comprehensive learning path that focuses on the key skills and competencies that in-scope supervisors need to be successful in their roles. As participants move through the program, they will build on their skills and knowledge and put this learning into action with their teams/units and branches. Participants are awarded a certificate (two-tier level certification) of completion at the end of the program.

Program Requirements

The program is mainly designed for SGEU in-scope supervisor's levels 5 -13, and CUPE supervisors, both with direct reports, to be completed within 18 to 24 months. Other SGEU and CUPE employees may be able to participate in the program if approved by their Out-of-Scope Supervisor. The course content is based on the SGEU in-scope competency model.

Element 1: Foundational Courses

- On-boarding and Orientation: Complete two (2) courses
- Required Knowledge and Skills: Complete six (6) courses

Element 2: Core Supervisory Courses

- Sixteen (16) courses must be completed

Element 3: Supplemental Learning

- Corporate Mentorship Program

The Supervisor Development Program is focused on enhancing the skills, knowledge and attributes of supervisors to effectively manage self, others and operations.

Evaluation Criteria

Pre-assessment - Participants will complete an initial assessment on themselves to identify learning gaps and opportunities for personal development. Additionally, participants will identify two to three reviewers to comment/add on their initial assessment: a peer (if available), a direct report and their supervisor.

Ongoing assessment - Participants reflect on their learning and progress throughout the program and documents their experience in a participant reflective workbook. Participants will also have the opportunity to participate in learning pods when attending classroom delivery courses throughout the program.

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Post-assessment - Participants do a post-assessment on themselves at the end of the program. Their supervisor, direct report and peer (identified on pre-assessment if possible) will also be asked to provide feedback on their performance after completion of the program.

Certification

- **Certificate Level 1:** Completion of required Foundational and Core Courses (Elements 1 and 2).
- **Certificate Level 2:** Completion of required Foundational and Core Courses and Supplemental Learning (Elements 1, 2 and 3).

Delivery Frequency

The Supervisor Development Program will be offered annually (open throughout the year) so that all in-scope supervisors will have access to resources to continue to build knowledge and skills.

Participants will be encouraged to:

- join in learning pods and have opportunities to build a support network;
- participate in online forum discussions;
- connect with an accountability partner(s) through the process; and,
- check-in with others throughout the program.

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Element 1: Foundational Courses			
Onboarding and Orientation (2 of the following must be completed, in addition to the required content)		Required Knowledge and Skills (6 of the following must be completed)	
Course Name	Delivery Method	Course Name	Delivery Method
Supervisor Development Program Self-Assessment Tool (required)	Online	Substance Use and the Workplace Policy	Online
Supervisor Development Program Reflective Workbook	Online	How to Administer the Substance Use in the Workplace Policy	Online
Supervisor Development Program Post-Assessment Tool	Online	Anti-harassment	Online
New Supervisor Orientation (in development)	Online/Classroom	Public Interest Disclosure Act (PIDA)	Online
Parliamentary Program for the Public Service	Classroom	Security Awareness	Online
New Supervisor Pre-Requisite Readings, Policies and Commitment to Excellence	Online	Incident Reporting Policy Training	Online
		Incident Report and Investigation (IRI) App for Employees	Online
		Incident Reporting and Investigation (IRI) App for Supervisors	Online
		Conflict of Interest	Online
		Introduction to Records Management	Online
Element 2: Core Supervisory Courses			
In-Scope Supervisory Competencies (16 of the following must be completed)			
Leadership (Minimum of 6 must be completed)		Safety/Stress/Security (Minimum of two must be completed)	
Course Name	Delivery Method	Course Name	Delivery Method
Recognition Matters	Online	Incident Investigations in Saskatchewan Workplaces	Online
Supervisor's Guide to In-Scope Work Planning and Review	Online	Managing Safely Step 1	Online
Accommodation: A Manager's Guide to Accommodating Employees	Online	Managing Safely Step 2	Online
Accommodating Employees: Introduction	Online	Managing Safely Step 3	Online
Leadership and Management Competencies	Online	Managing Safely Step 4	Online
Orientation to Learn for Managers	Online	Managing Safely Step 5	Online
Attendance Policy	Online	Managing Safely Exam (*all one class)	Online
Expedition Coaching	Virtual/Classroom	Workload Management and Balance	Online Resource
Managing Change	Virtual/Classroom	JSGS PWS Crisis Management	Virtual/Classroom
Employee and Labour Relations for In-Scope Supervisors (TBD)	Classroom		
Service Now – Service Excellence Training (in progress)	Classroom		
Staffing in the Government of Saskatchewan – In Scope	Classroom		

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Element 2: Core Supervisory Course (Continued)			
In-Scope Supervisory Competencies (16 of the following must be completed)			
Organizational (Minimum one of the following must be completed)		Interpersonal (Minimum of one must be completed)	
Course Name	Delivery Method	Course Name	Delivery Method
JSGS PWS Cost-Benefit Analysis	Virtual/Classroom	Empathy: Why it Matters and How to Get It Webinar	Online
JSGS PWS Legislative Processes	Virtual/Classroom	JSGS PWS Public Service Ethics	Virtual/Classroom
JSGS PWS The ABCs of the CDI	Virtual/Classroom	JSGS PWS Collaborative Leadership	Virtual/Classroom
JSGS PWS Applied Government Writing	Virtual/Classroom	Personal Leadership Resource Class (under review)	Online
JSGS PWS The Art of the Briefing Note	Virtual/Classroom	Maximizing your Emotional Intelligence	Virtual/Classroom
Diversity/Inclusion (Minimum of one of the following must be completed)		Communication/Problem Solving (Minimum of one must be completed)	
Course Name	Delivery Method	Course Name	Delivery Method
Disability Awareness	Online	JSGS PWS Effective Communications in Government	Virtual/Classroom
Creating Positive Spaces	Online	Communicating for High Performance	Virtual/Classroom
Inclusion and You	Online	Resolving Conflict Constructively	Virtual/Classroom
Reframing your Biases	Online	Leading by Example: Facilitating When You're Not Neutral	Classroom
		Powerful Presentations Skills	Virtual/Classroom
		Communication Fundamental for Supervisors	Virtual/Classroom
		Critical Thinking and Creative Problem Solving Skills for Supervisors	Virtual/Classroom
		Business Writing Fundamentals for Supervisors	Virtual/Classroom
Confidentiality (Minimum of one must be completed)		Analytical (Minimum of one must be completed)	
Course Name	Delivery Method	Course Name	Delivery Method
Access & Privacy in Government	Online	JSGS PWS Big Data Analytics	Virtual/Classroom
		Strategic and Systems Thinking	Virtual/Classroom
		JSGS PWS Business Case Analysis	Virtual/Classroom
Technical (Minimum of one must be completed)		Team Work/Independence (Minimum of one must be completed)	
Course Name	Delivery Method	Course Name	Delivery Method
Making Payments in Government	Online	Effective Time Management (TBD)	Online
Budgeting and Appropriation	Classroom	Emotional Intelligence 2.0 (TBD)	Online
Planning and Accountability	Classroom	Developing High Performing Teams	Virtual/Classroom
Priority SK Procurement Training: Module 1	Online	Effective Supervision	Virtual/Classroom
Introduction to Project Management	Virtual/Classroom		

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Element 3: Supplemental Learning	
Supplemental Learning	
Course Name	Delivery Method
Corporate Mentorship Program (Participation as Mentor or Mentee)	In person/Virtual