SUPERVISOR DEVELOPMENT PROGRAM

Program Description

The Supervisory 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. 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 of completion at the end of the program.

To register into the Supervisory Development Program (SDP), click here.

Program Requirements

The SDP program is designed for SGEU in-scope supervisor's levels 5 -14, 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.

Participants must complete a pre-requisite class prior to registering into the program. This pre-requisite class will assist them in how to register to the Learning Path.

To complete the Supervisor Development Program, learners must complete the following:

Foundational Knowledge and Skills Requirements – Complete 8 courses

Ten Core Competency Requirement:

1. Leadership – Complete 3 courses
2. Safety/Stress/Security – Complete 2 courses
3. Organizational – Complete 1 course
4. Interpersonal – Complete 1 course
5. Diversity and Inclusion – Complete 1 course
6. Communication – Complete 1 course
7. Confidentiality – Complete 1 course
8. Analytical – Complete 1 course
9. Technical – Complete 1 course
10. Teamwork/ Independence – Complete 1 course

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

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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 supervisor reflective workbook. Participants will also have the opportunity to participate in learning pods when attending classroom delivery courses throughout the program.

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

- **SDP Certificate -** Completion of ALL mandatories, foundational knowledge, and skills requirements (8 courses) AND Ten Core Competency Requirements (13 courses).

Delivery Frequency

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

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Supervisor Development Program Registration (1 Course)

How to Register in the Supervisor Development Program

Foundational Knowledge & Skills Requirements (8 Courses)

Onboarding and Orientation – Choose 2 of the following courses:	Delivery Method	Required Knowledge and Skills – Choose 6 of the following courses:	Delivery Method
Course Name	Delivery Method	Course Name	Delivery Method
In-Scope Supervisor Reflective Workbook	Online	How to Administer the Substance Use in the Workplace policy	Online
Parliamentary Program for the Public Service	Classroom	Anti-harassment	Online
New Supervisor Pre-Requisite Readings, Policies and Commitment to Excellence	Online	Public Interest Disclosure Act	Online
Supervisor Development Program Post Assessment Tool- Required	Online	Security Awareness 2020	Online
		Incident Reporting policy Training	Online
		Incident Report and Investigation (IRI) App for Employees	Online
		Incident Reporting and Investigation (IRI) App for Supervisors	Online
		Incident Reporting Policy Training	Online
		Government of Saskatchewan's Corporate Conflict of Interest Training	Online
		Introduction to Records Management	Online
		JSGS PWS: The Role of the Public Servant	Classroom/Virtual
		JSGS PWS: Public Service – Deeper Dive	Classroom/Virtual

Ten Core Competency Requirements (13 Courses)

Leadership – Choose 3 of the following courses:	Delivery Method	Safety/Stress/Security – Choose 2 of the following courses:	Delivery Method
Course Name	Delivery Method	Course Name	Delivery Method
Recognition Matters	Online	Incident Investigations in Saskatchewan Workplaces	Online
Staffing in the Government of Saskatchewan for Hiring Managers	Online Online	Managing Safely Step 1	Online
Customer Service Training- Service Best	Online	Managing Safely Step 2	Online
Supervision Guide to In-Scope Work Planning and Review	Classroom	Managing Safely Step 3	Online
Accommodation: A Manager's Guide to Accommodating Employees	Online Online	Managing Safely Step 4	Online
Coaching-Managers and Supervisors (Formerly Expedition Coaching)	Online Online	Managing Safely Step 5	Online
Accommodating Employees: Introduction	Online	Managing Safely Exam	Online
Managing Change	Online	Workload Management Tool	Online
		JSGS PWS: Crisis Management	Online

Staffing Training	Classroom
ELR Fundamentals	Classroom
Performance Management Virtual Workshop	Classroom
JSGS PWS: Leading in Ambiguous Times	Classroom
JSGS PWS: Leading Engagement	Classroom
JSGS PWS: Coaching Fundamentals	Virtual
JSGS PWS: Leadership Foundations	Classroom
JSGS PWS: Leadership Accelerators, Derailers & Paradoxes	Classroom
JSGS PWS: Coaching Fundamentals	Classroom

Ten Core Competency Requirements (Continued)

Organizational – Choose 1 of the following courses:		Interpersonal – Choose 1 of the following courses:	
Course Name	Delivery Method	Course Name	Delivery Method
JSGS PWS: Policy Development and Implementation	Classroom	Empathy: Why it Matters and How to Get It Webinar	Online
JSGS PWS Legislative Processes	Classroom	JSGS PWS Public Service Ethics	Classroom
JSGS PWS The ABCs of the CDI	Classroom	JSGS PWS Collaborative Leadership	Classroom
JSGS PWS Applied Government Writing	Classroom	Personal Leadership	Online/Classroom
JSGS PWS The Art of the Briefing Note	Classroom	Maximizing your Emotional Intelligence	Classroom
JSGS PWS: Comparative Public Policy	Classroom	Conflict to Collaboration	Online
JSGS PWS: Performance Outcome	Classroom	JSGS PWS: Ethical Challenges in the Public Service	Classroom
JSGS PWS: Treasury Board Simulation	Classroom	Corporate Mentorship Program	Online
JSGS PWS: Policy Implementation	Classroom		
JSGS PWS: Research 101 for Public Servants	Classroom		
JSGS PWS: The Role of Environmental Policy	Classroom		
JSGS PWS: Collaborative Policy Management	Classroom		
JSGS PWS: Performance Outcomes	Classroom		
JSGS PWS: Dynamics of Public Policy Development	Classroom		
JSGS PWS: Writing for Government	Classroom		

Diversity/Inclusion - Choose 1 of the following courses:		Communication/Problem Solving - Choose 1 of the following courses:	
Course Name	Delivery Method	Course Name	Delivery Method
Disability Awareness	Online	JSGS PWS Effective Communications in Government	Classroom
Creating Positive Spaces	Online	Communication (Formerly Communicating for High	Classroom
Inclusion and You	Online	Performance)	
Reframing your Biases	Online	Powerful Presentation Skills	Classroom
JSGS PWS: Indigenous Economic Development	Online	Critical Thinking and Creative Problem-Solving Skills	Online/Classroom
JSGS PWS: Multigenerational Workforces	Online		

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JSGS PWS: The relationship between Indigenous and Non-Indigenous People	Online	JSGS PWS: Shaping the Narrative: Communicating with Media and the Public	Classroom
JSGS PWS: Reconciliation: Moving from Mandates to Action	Online	JSGS PSW: Behavioural Economics and Nudging	Classroom
		JSGS PWS: Negotiation	Classroom
		Communication Fundamentals	Online
		Business Writing Fundamentals	Online

Confidentiality - Choose 1 of the following courses:		**Analytical - Choose 1 of the following courses:**	
Course Name	Delivery Method	Course Name	Delivery Method
JSGS PWS: Introduction to Access & Privacy NEW	Online	JSGS PWS Big Data Analytics	Classroom
Access & Privacy in Government		Strategic Orientation (Formerly Strategic and Systems Thinking)	Classroom
			Classroom
		JSGS PWS: Evidence-Based Decision Making	Classroom
		JSGS PWS: Collaborative Approaches to Wicked Problems	Classroom
		JSGS PWS: Traits and Tools for Innovation	Classroom
		JSGS PWS: Risk Assessment and Mitigation	Classroom
		JSGS PWS: Program Measurement and Evaluation	Classroom
		JSGS PSW: Strategic Collaboration	Classroom
		JSGS PSW: Strategic Thinking	Classroom
		JSGS PSW: Research and Policy Analysis	Classroom
		JSGS PSW: Introduction to Regulatory Compliance	Classroom
		JSGS PSW: Intergovernmental Relations	Classroom

Technical - Choose 1 of the following courses:		**Team Work/Independence - Choose 1 of the following courses:**	
Course Name	Delivery Method	Course Name	Delivery Method
Making Payments in Government	Online	Effective Leadership (Formerly Effective Supervision)	Online
Budgeting and Appropriation	Classroom	Developing High Performing Teams	Online
Planning and Accountability	Classroom	Attendance Support	Online
Priority SK Procurement Training: Module 1	Online	Anti-Harassment Policy Training	Online
Introduction to Project Management	Online	JSGS PWS: Tools for Building Alliances	Online
JSGS PWS: Budget Process and Financial Literacy	Online	JSGS PWS: Learning from Failure	Online
JSGS PWS: Planning Policy Cycles	Online		

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Courses are added to the SDP Learning Path in PSC Client, My Learning App as training becomes available. Please see the Learning Path for a comprehensive list of courses available for SDP participants