

SUPERVISOR DEVELOPMENT PROGRAM

Updated April 2023

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

SUPERVISOR DEVELOPMENT PROGRAM

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.

SUPERVISOR DEVELOPMENT PROGRAM

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:		Required Knowledge and Skills – Choose 6 of the following courses:	
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
New Supervisor Orientation	Online	Anti-harassment	Online
Parliamentary Program for the Public Service	Classroom	Public Interest Disclosure Act	Online
New Supervisor Pre-Requisite Readings, Policies and Commitment to Excellence	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:		Safety/Stress/Security – Choose 2 of the following courses:	
Course Name	Delivery Method	Course Name	Delivery Method
Recognition Matters	Online	Incident Investigations in Saskatchewan Workplaces	Online
Supervision Guide to In-Scope Work Planning and Review	Online	Managing Safely Step 1	Online
Accommodation: A Manager’s Guide to Accommodating Employees	Classroom	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	Online
Expedition Coaching	Classroom	Workload Management Tool	Online Resource
Effective Supervision	Classroom	Supervising in a pandemic	Online Resource
Leading Transformation	Classroom		

SUPERVISOR DEVELOPMENT PROGRAM

Labour Relations Fundamentals for Supervisors	Classroom		
Service Now – Service Excellence Training	Classroom		
Staffing in the Government of Saskatchewan – In Scope	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 Cost-Benefit Analysis	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
Operations Management	Classroom	Personal Leadership	Online/Classroom
Project Management Essentials	Classroom	Maximizing your Emotional Intelligence	Classroom
JSGS PWS Applied Government Writing	Classroom		
JSGS PWS The Art of the Briefing Note	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	Communicating for High Performance	Classroom
Inclusion and You	Online	Resolving Conflict Constructively	Classroom
Reframing your Biases	Online	Introduction to Dispute Resolution	Classroom
		How to deliver Effective Presentations	Classroom
		Communications and Business Writing	Online/Classroom
		Critical Thinking and Problem Solving	Classroom
Confidentiality - Choose 1 of the following courses:		Analytical - Choose 1 of the following courses:	
Course Name	Delivery Method	Course Name	Delivery Method
Access & Privacy in Government	Online	JSGS PWS Big Data Analytics	Classroom
		Strategic and Systems Thinking	Classroom
		Introduction to Data Analysis	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 Time Management	Online
Budgeting and Appropriation	Classroom	Emotional Intelligence 2.0 – Self-management	Online
Planning and Accountability	Classroom		
Priority SK Procurement Training: Module 1	Online		
Research Methods	Classroom		

SUPERVISOR DEVELOPMENT PROGRAM

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