

# Supervisory Development Certificate (SDC) CURRICULUM

SDC participants may check for schedules of course offerings on our web site at:  
<http://www.delawarepersonnel.com/training/special/sup/index.shtml>

Check listings often because updates are made throughout the year.

**SDC Required Courses:** (All courses are one day unless marked otherwise)

- HR Basics
- Human Side of Management (3 days) (Fee \$75.00)
- Moving Into Supervision (for non-supervisors)
- Personal Profile/Behavioral Styles (DiSC)
- Put It In Writing (3 days) (Fee \$150.00)
- Quality Service In The Public Sector
- Supervisory Orientation

**SDC Elective Courses:** (must complete 2)

- Conflict Resolution
- Effective Presentation Skills
- Facilitation Skills
- One computer training course
- Project Management
- Supervisor as Trainer
- Workplace Communication/Active Listening