



MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

The Supervisor: Introduction

TT400

Hours: In Class 3 Clinical 0 Total 3

Description

You are really good at your job and you've just been promoted to supervisor. How do you handle relationships, motivation, leadership and conflict? This course will begin to discuss basics of supervision.

Prerequisites

none

Books

The Supervisor: Introduction

- ISBN:

(Included)

Learning Objectives

1. Define the scope and nature of a supervisory position.
2. Choose some ways to deal with the challenges of the role.
3. Analyze the responsibilities you have as a supervisor, to yourself, your team, and your organizationl
4. Review key techniques to help you plan and prioritize effectively.
5. Acquire a basic understanding of leadership, team building, communication and motivation and what part they play in effective supervision.
6. Develop strategies for motivating your team, giving feedback and resolving conflict.

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.

Participate in role plays and discussions.

100% attendance