



Supervisor Development Institute (SDI)

The University of Wyoming Human Resources Department is offering supervisors the opportunity to attend a newly established professional development training program.

The Supervisor Development Institute (SDI) is a certificate awarding program designed to provide supervisors and managers with the skills and knowledge to effectively manage people and processes. SDI is a free program comprised of 32 hours of classroom instruction, scheduled as two half day sessions a week, normally Tuesday and Thursday mornings, over a four week period. SDI offers a mix of online learning, workshops and self-directed studies. Courses include a balance of professional development, employment laws and practices, and building an inclusive workforce environment.

Course topics and objectives include:

- Comprehending the University Compensation Plan
- Updating and auditing a position description
- Advertising, posting and filling a benefited staff and non-benefited position
- Employee onboarding
- Equal employment practices and creating an inclusive workforce
- Employment laws to Include FMLA, ADA and FLSA
- The ADA accommodations request process
- Administering employee performance enhancement documents, to include performance evaluations, and improvement plans
- Emotional intelligence and communication
- Influencing change and developing teams
- Coaching employee development and performance

For more information or to apply, please visit [Supervisor Development Institute](#) homepage for more information.

Resources

- [Human Resources](#)
- [Employee Handbook](#)
- [Human Resources Training](#)
- [Supervisor Development Institute](#)

Contact Information

Jesse Begin

Room 147, Wyoming Hall

Phone: (307) 766-5484

Fax: (307) 766-5636

E-mail: jbegin@uwyo.edu