

## LEAD1103 - Introduction to Supervision

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| Credits:           | 3 (3/0/0)  |
| Description:       | This course provides an overview of the practical roles and duties of a supervisor. Emphasis is placed on the development of leadership skills, managerial functions and organizational practices. Course topics include employment law and regulations, development of individual employees and teams, decision-making, human relations, selection and evaluation of employees, issues of safety and employee motivation.   |
| Prerequisites:     |  |
| Corequisites:      |  |
| Pre/Corequisites*: |  |
| Competencies:      | <ol style="list-style-type: none"><li>1. Understand the fundamentals of supervision with a basic understanding of the nature of the work performed by a supervisor.</li><li>2. Recognize factors relating to the roles of supervisor and subordinates.</li><li>3. Apply aspects of leadership, job management and effective employee/supervisor relationships.</li><li>4. Provide direction pertaining to issues of work quality and improvement, employee training and orientation.</li><li>5. Develop goals, objectives and plans that grow productive teams.</li><li>6. Model skills of human resource management, including interviewing, evaluating, disciplining and problem-solving techniques.</li></ol> |
| MnTC goal areas:   | None   |

\*Can be taken as a Prerequisite or Corequisite.