



## **LDS ACCOMPLISHMENT PROGRAM**

### ***University of Manitoba Excellence in Supervisory Practices***

**At least 6 days (36.5 hours) of sessions plus  
8 hours of group meetings (4 2-hour meetings)**

#### **Excellence in Supervision: Essential Skills for Supervisors (2 day session – 12 hours)**

- ❖ Planning , People Support, Coaching and Recognition, Team Development, Change Navigation, Attitude

#### **Core Expectations**

- ❖ Respect in the Workplace: Tips for Supervisors (3 hours)
- ❖ Connections: Service Excellence (3 hours)
- ❖ Need to Know : Policies and Collective Agreements (3 hours)
- ❖ Performance Review for Supervisors: Care, Candour, & Career Development (3 hours)
- ❖ Supervisory Due Diligence: Your Health and Safety Obligations (1.5 hours)

#### **Core Skills Sessions (at least 11 hours of the following sessions)**

- ❖ Learning: The Core Skill (2 hours)
- ❖ Assertive Communication (3 hours)
- ❖ Dealing with Conflict (3 hours)
- ❖ Managing Workloads and Priorities (3 hours)
- ❖ Effective Writing (1 day session – 6 hours)
- ❖ Interpersonal Communication Skills and Conflict Management (2 day session – 12 hours)
- ❖ Facilitative Leadership (2 day session – 12 hours)
- ❖ Difficult Conversations (3 hours)
- ❖ Hiring the Right Person: Recruitment and Selection Best Practices (3 hours)
- ❖ Support Staff Learning & Development (SSLD) Policy Information Session (1.5 hours)

**See the LDS website for more information  
[www.umanitoba.ca/admin/human\\_resources/lds](http://www.umanitoba.ca/admin/human_resources/lds)**