SUPERVISOR PATHWAYS

CERTIFICATION
COURSE SYLLABUS

AUBURN UNIVERSITY
HUMAN RESOURCES

OVERVIEW

Auburn University's Supervisor Pathways is available to current, new, and aspiring AU supervisors. The Pathways program helps supervisors become problem solvers, conflict managers, coaches, and motivators. Those engaged in this program will learn to be effective supervisors by modeling excellence in communication, teamwork, collaboration, performance management, and demonstrating respect for Auburn's diverse working community. The Pathways is made up of three equally important components: course work, a Community of Practice, and a Pathways Project.

GOAL & OBJECTIVES

GOAL
- The goal of Supervisor Pathway's is to equip Auburn employees with the skills and knowledge needed to manage AU's most significant asset—its people.

OBJECTIVES
- Acquire the knowledge, skills, and abilities needed to be an effective Auburn supervisor.
- Engage in and build relationships with other supervisors in the Community of Practice through which participants will solve and manage problems faced in the daily work environment.
- Apply the knowledge and skills learned from course work and the Community of Practice in a final Pathways Project that promotes positive change in a live working environment on campus.

PROGRAM REQUIREMENTS

The total time requirement for Supervisor Pathways is approximately 38 hours of classroom time, 15 minutes to one hour of Community of Practice Discussions per week, and significant independent work. It is imperative that you fully understand the time commitment and your availability for all required classes prior to signing up for the series.

PARTICIPANT REQUIREMENTS
To "complete the path", participants will:
- Attend the Supervisor Pathways full-day orientation which includes MG400: Management Fundamentals
- Complete 26 classes (two-year minimum to complete)
- Participate in a year-long Community of Practice
- Complete the Pathways Project that will connect course work and learnings to operations or process improvement in the participant's current position

PARTICIPANT'S MANAGER REQUIREMENTS
- Guarantee release time for classes and work time to complete the required project.
- Support participant with goal setting and integration of learning into work.

COURSE WORK (counts as 1/3 of program):
- *Supervisor Pathways Orientation* (8 hours)
- *Part 1* (Taken within the first six months-approximately 13 hours)
  - MG430: Supervisor Basics
  - MG420: Coaching Fundamentals
  - MG450e: Behavioral Interviewing
  - LG120e: Americans with Disabilities Act
  - LG140e: Family Medical Leave Act
  - LG160e: Fair Labor Standards Act
  - LG180e: Title IX
  - LG200e: Basic HIPAA training
  - DI200: Contemporary Issues in Workplace Diversity and Inclusion
  - HLE420e: Reasonable Suspicion & Post-Accident Testing
- *Part 2* (Taken within the first year- approximately 8 hours)
  - MG500e: Introduction to Performance Management
  - MG510e: Performance Management Fundamentals
  - MG410e: Feedback in a Flash
  - LG220e: Legally Effective Hiring Practices
  - LG240e: Preventing and Managing Absenteeism
  - LG260e: Employee Misconduct
  - The Weagle Worker Way
  - OM170e: Temporary Employment Services
- *Part 3* (Taken in year two-approximately 9 hours)
  - MG480: Getting Started with Continuous Improvement
  - MG600P. Supervisor Pathways Project Guide
  - + Five electives centered around Leadership, Supervision, Communication, and Teamwork

COMMUNITY OF PRACTICE (1/3 of program):
Using Microsoft Teams, the Supervisor Pathways Community of Practice, members deepen their understanding of supervision by interacting consistently on an ongoing basis, asking and answering questions, sharing knowledge, resources, and ideas, solving problems with one another, and working together to develop new and better ways of working at Auburn.

The Community of Practice operates over the course of the first year of involvement in the Supervisor Pathways program. Members will be put in cohorts of 20 individuals with weekly discussions taking place each Tuesday. Weekly engagement* (minimum of 15 minutes) is expected from each member.

A lack of engagement may adversely affect the full certification seeking to be obtained through this program.

PATHWAYS PROJECT (1/3 of program):
The Pathways Project connects coursework and learning to operations or process improvement in the participant's current position.

> A good example of a project is the Weagle Worker On-Campus Student Employee website. The Student employment team listened to constructive feedback from internal and external clients. The answer was to create a website that is a one-stop place for hiring departments and students to come to find all on-campus student jobs. The Student Employment

department planned the project, gained the appropriate buy-in, dedicated time to a great deal of planning, executed the plan with partners across campus and have a successful and useful tool that has made the process easier for all clients. From inception to deployment, the time frame was five months.

Don't forget- the project should also tie directly to Auburn's Performance Management Process and be a major goal discussed by the Pathways participant and their supervisor. It may be considered a "stretch" goal and be weighted heavily in the performance year.

To complete the project, participants arrange a closing meeting with those who worked on the project. Participants should create a report using the Project Closure Form. The report should then be shared with the supervisor and noted on Performance Review Forms. Lastly, participants should prepare to present their reports to AU Human Resource Development, members of the Supervisor Pathways program, and other peers such as your team, department, or colleagues across campus.

EARNING THE CERTIFICATE

At the conclusion of the presentation, the AU HRD team will look at a participant's course work, Community of Practice engagement, and the Pathways Project to determine if the Supervisor Pathways certification has been earned.

Pathways certificate holders who apply for a supervisory role within Auburn University will receive six months of supervisory experience credit. This credit will be counted by Employment Services toward meeting minimum supervisory requirements, and by Compensation along with the hiring department for determining a salary if a position offer is extended.

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