

Initial PODC list of supervisory skills/competencies

Threads that run through entire curriculum

Legal aspects

Ethics

Respect

Communication

Customer service orientation

Continuous improvement

Diversity and pluralism

1. EEO, AA, ADA
2. Enhancing employee performance
 - Performance evaluation and planning
 - Coaching
 - Grievance avoidance
 - Discipline
 - Employee and labor relations
 - Employee career development
3. Leadership/management
 - Decision making
 - Problem solving
 - Leadership/followership
 - Delegation
 - Organization mission
 - Safety responsibilities
4. Effective relationships
 - Influencing power/political effectiveness
 - Conflict management
 - Team building/empowerment
 - Effective communications
 - Respect in the workplace
5. Organizational business policies
 - Business policies
 - Records management/confidentiality
 - Budgeting
 - Grant management
6. Employment issues and policies
 - Hiring
 - Employment separation

- Violence in the workplace

Update on PODC actions regarding Supervisory Training

1. Identify 5-10 skills/competencies that all effective Extension supervisors should have.

- PODC workgroup identifies tentative list of supervisory/managerial concepts to include in training
- PODC workgroup members interview about 6 supervisors and 6 supervisees to determine if tentative list of concepts is complete. The following questions will be used:
 - i) Supervisors:
 - a) What do you feel are the most important skills for a supervisor?
 - b) What skills do you feel it is important to bring with you to a supervisory role (i.e., there isn't time to learn them on-the-job)?
 - c) What skills or competencies do you need to develop more?
 - d) Which skills or competencies do you feel a supervisor needs soonest?
 - e) If supervisory training was offered, what skills or competencies would you want to be covered soonest?
 - ii) Supervisees:
 - a) What support would your ideal supervisor give you?
 - b) What skills would your ideal supervisor have?
 - c) From your observations of super-visors in Extension (not only your own), what skills or competencies do you feel they need to develop to a higher degree?
- Finalize 5-10 supervisory skills/competencies that all Extension supervisors should have.

2. States accept responsibility to develop a theory-based curriculum with teaching guides and resources for each skill/competency

- Focus on Extension programming model of bringing research/theory to the learning and helping the learner make application to his/her situation/context.
- Identify states willing to develop one or more skills/competencies
 - i) States will assume costs of development
 - ii) Collaborating states will receive other developed skills/competencies at no additional cost
 - iii) PODC will pursue marketing the package to non-collaborating states or other organizations on a cost recover basis with profits going back to collaborating states