Sinclair Community College
444 E. Third St.
Dayton, OH 45402

Master Syllabus

MAN 2101 - Introduction to Supervision

Division: Business and Public Services

Department: Management

Credit Hour Total: 3.0 **Lecture Hrs:** 3.0

Date Revised: October 2012

Course Description:

Strategies and techniques for current, as well as prospective, supervisors emphasizing the assessment of skills required, the analysis of situational factors and the development of creative approaches to effective supervision.

General Education Outcomes:

- Written Communication Competency
- Critical Thinking/Problem Solving Competency
- Oral Communication Competency

Course Outcomes:

Motivational theories and performance appraisals
Compare the theories of motivation, and describe the importance and benefit of performance appraisals.

Assessment Method: Locally developed exams
Performance Criteria: Achieve 70% or better on locally developed exam.

Assessment Method: Simulations
Performance Criteria: Achieve 70% or better on rubric.

Role of labor unions and supervisory control
Examine the history and importance of labor unions and the importance of supervisory control.

Assessment Method: Locally developed exams
Performance Criteria: Achieve 70% or better on locally developed exam.

Conflict, stress, counseling and discipline
Describe the importance of properly dealing with conflict and stress, as well as the proper ways to deal with counseling and disciplining employees.

Assessment Method: Locally developed exams
Performance Criteria: Achieve 70% or better on locally developed exam.

Assessment Method: Simulations
Performance Criteria: Achieve 70% or better on rubric.

Basic supervisory functions
Examine the basic supervisory functions of planning, organizing, staffing, leading, and controlling as well as the importance of proper communication.

Assessment Method: Locally developed exams
Performance Criteria: Achieve 70% or better on locally developed exam

Team development and leadership
Discuss the process of team development and the theory behind leadership styles.

Assessment Method: Locally developed exams
Performance Criteria: Achieve 70% or better on locally developed exam.

Outline:

Basic supervisory functions
Conflict and stress, counseling, and disciplinary action
Staffing and appraising employees
Decision making
Work groups
Motivating employees
Effective communication
Leadership
Role of labor unions
Supervisory control