

UNIVERSITY OF MAINE FARMINGTON
Supervisor Development Institute

Module	Date	Hours	Time	Location	Presenter(s)
SDI Orientation/Basics of Effective Supervision	4/26/2007	4.5	8:00-12:30	CR 123	Theo Kalikow, Laurie Gardner, Michelle Drucker
Supervising in a Union Environment	5/17/2007	3	8:00-11:00	NDHC	Mark Kamen, Manager of Labor Relations
Legal & Policy Issues II	6/11/2007	4	8:30 - 12:30	NDHC	Tracy Bigney, Chief Human Resource and Organization Development Officer
Legal & Policy Issues I: Sexual Harassment	7/12/2007	2	9:00 - 11:00	NDHC	Valerie Huebner, Exec Asst To President/EO/AAD
Performance Management	8/9/2007	2	8:00 - 10:00 Break (30 min) 10:30-12:30	NDHC	Mark Kamen, Manager of Labor Relations
Handling Performance Problems		2			
Tools for Successful Hiring	10/24/2007	2.5	8:30 - 11:00	NDHB	Sally Dobres/Laurie Gardner
Effective Communication Skills	12/14/2007	4	8:00 - 12:00	NDHB	Margaret Cleveland
Conflict Management	1/7/2008	3	9:00 - 12:00	NDHC	Mark Holbrook, CIGNA
Managing in a Diverse Workforce	1/25/2008	2	9:00 - 11:00	NDHA	Mark Holbrook, CIGNA
Team Building	3/12/2008	3	1:00 - 4:00	Deans Conf Room, 238A	Theo Kalikow