

# ILLINOIS VALLEY COMMUNITY COLLEGE



## Course Syllabus

**Division:** Natural Sciences and Business  
**Course:** MGT 2220 - Principles of Supervision

Date: Spring 1998  
Semester Hours: 3.0  
Prerequisite: MGT 2010 or consent of instructor  
Lecture: None  
Labs: None  
Offered: On demand  
Instructor: Staff

### CATALOG DESCRIPTION

A practical introduction to first-line supervision. Emphasis will be given to the topics of leadership, organization, selection and evaluation of employees, safety, and employee motivation.

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### COURSE OBJECTIVES:

1. To provide students with a basic understanding of the nature of work performed by the supervisor.
2. To provide the student with the basic knowledge necessary for performing the work of a first-line supervisor.
3. To provide the student with opportunities to apply the knowledge learned.

### COURSE CONTENT:

#### WEEK

- 1 Introduction  
Course objectives  
Break-the-ice
- 2 The Supervisor

- The Supervisor's Environment
- 3 Supervisor as a Decision Maker  
Planning Your Work
  - 4 Organizing People and Resources  
Motivation and Directing Employees
  - 5 Test
  - 6 Controlling Your Unit  
Leadership, Power, and Intimidation
  - 7 Group Behavior and the Informal Organization  
Making Communication Work
  - 8 The Hiring Process  
Training and the Supervisor
  - 9 Test
  - 10 Performance Appraisal  
Disciplinary Action
  - 11 Dealing with People Problems  
The Supervisor and the Union
  - 12 Time Management
  - 13 Resolving Employee Conflict
  - 14 Review
  - 15 Test
  - 16 Wrap-up

**INSTRUCTIONAL METHOD:**

Course material will be presented through reading assignments, lectures, class discussions, class participation exercises, case discussion, occasional audiovisual materials, and tests.

**STUDENT REQUIREMENTS AND METHOD OF EVALUATION:**

Student requirements will include reading of all assignments, classroom participation, completion of all prepared tests, and any special assignments. Evaluation will focus upon the students' completion of the above requirements.

**TEXT:**

*Supervision*, Monday, DeHay, Sharplin, Random House, second edition, 1990.