



South Central CHRA Information SUPERVISOR DEVELOPMENT COURSE (SDC) COURSE NUMBER 131 F21

Priority	The completion of this course is mandatory for all newly appointed supervisors of civilian employees. New supervisors must complete the Supervisor Development Course (SDC) within one year of appointment to supervisory positions.
Length of Program	39 Correspondence Course Credit Hours
Purpose	To provide new supervisors with the supervisory knowledge necessary to successfully manage work processes and lead people. It is highly recommended for supervisors or managers to complete SDC before enrolling in any of the CES resident courses. SDC is made up of two subcourses, <u>Subcourse-ST5001: Managing and Leading</u> provides Management and leadership processes include planning, organizing, coordinating, directing, and controlling. It also includes lessons on delegating authority, problem solving, communicating effectively, and ethics.
Course Description	Subcourse-ST5002: Human Resources Management includes lessons on position classification, staffing, human resources development, performance management, awards, discipline, and labor relations.
Application Process	This course (131 F21) is available as interactive online training. go to the ATIA web-site http://www.train.army.mil click on Access ATIA , and select My Courses tab on the site, find the course/module of interest. Change the TYPE window, select Distributed DL/Keyword and in the Keyword window type in the course number .
Selection & Notification	There is no selection process. Students may begin the online course from the ATIA web site at any time. Final exam may not be started until student receives approval email from ATIA.
Training History Update	Participants should provide a copy of their course completion certificate or grade report to the Civilian Human Resources Agency (CHRA), Human Resource Development Division (HRDD) for input into their personnel-record training history via DCPDS.
Funding	No Cost
Additional Information	POCs will be training representatives at your local CPAC. For additional information you may contact South Central Civilian Human Resources Agency (CHRA) HRDD at (256) 842-6645