

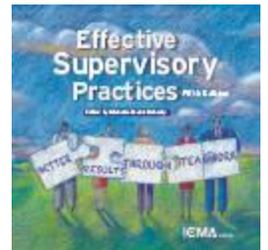


City of Roswell's 2020 Supervisory Development Program

The City of Roswell has implemented a Supervisory Development Program to offer current supervisors and managers the opportunity to enhance the necessary skills for being a more successful supervisor or manager with the City of Roswell. The goals of the program include, but are not limited to:

- Improving supervisory/management skills
- Building confidence in one's ability to handle supervisory/management situations
- Creating and sustaining employee commitment to self-improvement and responsibilities of their position
- Potentially growing their career with the City of Roswell

The Supervisory Development Program is a nine (9) month intensive program with a mixture of classroom and self-guided course work. Selected participants are expected to attend each classroom session which may last as long as four (4) hours and to complete all assigned coursework prior to the scheduled classroom session. We will use the International City/County Management Association's (ICMA) *Effective Supervisory Practices* and *Effective Supervisory Skill Building* as our course foundation. The program will begin January 23, 2020 and end October 8, 2020.



Eligibility:

Employees who meet the following criteria are eligible to apply for the Supervisory Development Program. Employees must be willing and able to commit to the scheduled classroom sessions and to completing the required coursework. The eligibility criteria are:

- Currently is serving in a supervisory or leadership capacity with the City of Roswell.
- Received an overall "Successful Performer" rating or above on the most recent performance evaluation
- Received no adverse disciplinary action within the last 12 months (*see the Human Policies and Procedures Manual Policy 13.4 for a list of adverse disciplinary action*)
- Approval from their Department Director

Application Procedures:

Employees interested in participating in the Supervisory Development Program will need to complete the application process. There are a limited number of openings for this opportunity. Interested employees must submit the application and a resume to Human Resources no later than **December 13, 2019**. The application must include the department director's signature.

Application for

City of Roswell's Supervisory Development Program



First Name:		Last Name:	
Department:	Select Department	Current Position:	
Date of Hire:	___/___/___	Date in Current Position:	___/___/___
Supervisor:		Department Director:	
Career Goal (Position):			

Please attach a current resume to this application form for the Supervisory Development Program. By completing this application, you are committing to the nine (9) month Supervisory Development Program should you be selected to participate. By committing, you are agreeing to the following:

- To attend and participate in the each of the scheduled classroom sessions which may last as long as four (4) hours during the nine (9) month program
- To complete all required assignments no later than their scheduled due dates
- To treat all participants and presenters in the program with respect and learn in a collaborative environment.

There are a limited number of openings for the Supervisory Development Program. Please understand that participation in this program is a privilege for those selected to attend. All participants are representing their departments and the City of Roswell as well as themselves during this process. Professionalism and respect to fellow attendees and the presenters will be expected at all times.

The application and a current resume are due to Human Resources no later than Friday, **December 13, 2019**. Only applications with the department director's signature of approval will be accepted.

I would like to be considered for the City of Roswell's Supervisory Development Program. I understand that I will be required to attend scheduled classroom sessions during the nine (9) month program and complete all required coursework. I have received my Department Director's approval to apply as indicated below by their signature.

Signature: _____ Date: _____

Mgr/Supv. Signature: _____ Date: _____

Dept. Director Signature: _____ Date: _____

To Be Completed By Human Resources	Date Received	Resume Received	Discipline	Performance Eval.	DOH	Date of Current Position



City of Roswell's 2020
Supervisory Development Program

Sessions will be on Thursday from 8:30 – 12:00

Date	Topic
January 23	Introductory Meeting (9:00 – 10:30)
February 6	Chapter 1 – Roles of a Supervisor
February 20	Chapter 8 – Communicating With Employees
March 5	Chapter 11 – Evaluating Performance
March 19	Chapter 6 – Working with a Budget
April 2	Chapter 10 – Accountability in the Workplace
April 16	Chapter 12 – Motivating Employees
April 30	Chapter 4 - Strategic Planning, Management and Evaluation
May 14	Chapter 13 – Leading Change
June 4	Chapter 14 – Ensuring a Harassment Free, Respectful Workplace
June 18	Chapter 9 – Selecting, Onboarding, and Developing New Employees
July 9	Chapter 7 – Team Building
July 23	Chapter 15 – Workplace Safety, Security and Wellness
August 6	Chapter 3 - Ethics
August 20	Chapter 16 – Quality Customer Service
September 5	Chapter 5 – Organizing Your Work and Time
September 17	Chapter 2 – Supervisory Leadership
October 1	Leading Change Presentation
October 8	Action Planning and Graduation