

The Municipal Training Academy  
The Miami Valley Risk Management Association  
The Center for Local Government

present

2009

## Supervisory Development Program

A custom designed, comprehensive, multi-course program for local government employees

**New..**  
**Two Locations!**

**ABOUT THE PROGRAM:** The *Supervisory Development Program* is designed to address every aspect of supervision from the fundamentals of leading others to assessing employee performance to conflict management. The program consists of twelve, 3.5 hour courses. *The program is intended to be comprehensive. It important that it is taken in its entirety.* Course descriptions and schedules are attached. *\*This program has been approved by the Ohio EPA for 38.5 contact hours for water/wastewater employees*

**EMPLOYEE COMMITMENT:** *The employee commitment will be to attend one full day twice a month for approximately three months.* The program schedule is designed to be flexible so if the student misses one program, they can make it up at another time. At the end of the program, a special event is scheduled to recognize those *employees who have completed the entire program* and their managers and supervisors for their commitment in developing supervisory excellence.

**NOTE:** In order to have two groups we must have at least 15 students per group. If we cannot fill both programs we will offer one. Your registration will be confirmed before the first class.

**PRE PROGRAM PLANNING:** Upon registration each student is requested to complete a pre-work document to be used at the programs first session. The purpose of this exercise is to help you take a reading as to where you stand on the subject and become familiar with the concepts the program will address. No one will evaluate your responses except you. In addition, each student's direct manager or supervisor will be asked to complete a program information assessment regarding their commitment and expectations for the program. By doing these pre-program exercises it will insure those students have the most worthwhile learning experience and the city's objectives will be met.

**WHO SHOULD ATTEND:** This program is designed to offer seasoned supervisors, managers and department directors an opportunity to strengthen their skills and effectiveness and to offer new or soon to be supervisors a strong foundation to achieve excellence.

**CLASS SIZE:** In order for the student to gain the greatest benefit from this program, each Program will be limited to not less than 15 or more than 24 students.

**FEE:** **Early Registration Discount for MVCC/MVRMA/CLG Members Only:**  
**Register by February 26, 2009 = \$575.00.....after = \$625.00**

MVCC Affiliates: \$725.00 Non Members \$925.00

The fee includes twelve programs, all workbooks, Profile Assessments, refreshments, recognition luncheon, and framed certificates. Additional make-up sessions may be arranged with the student and instructor at an additional cost.

**THE INSTRUCTOR:** Ann Bachmann is a frequent seminar leader for MTA/MVRMA. She consistently receives excellent evaluations from employees who have attended her programs, which include diversity training, conflict management and team building. Ann is a principal in the human resource/management-consulting firm of Ingle-Bachmann LLC. She holds a Masters of Education from the University of Central Florida with postgraduate work in Instructional Technology and Organizational Psychology. It is anticipated that "guest" speakers will be invited to address the class from time to time.

**REGISTRATION INFORMATION:** **Group A will meet the Miami Valley Communications Council**, 1195 E. Alex Bell Road, Centerville, OH. **Group B will meet at the City of Mason Water Reclamation Center**, 3200 Mason-Morrow-Millgrove Rd., Mason, OH Register by phone (937) 438-8887 or (937)424-1663; fax: (937) 438-8569 or email: [mbelpulsi@mvcc.net](mailto:mbelpulsi@mvcc.net) .

**Deadline is March 12, 2009. Invoices will be mailed after the first session. Students must attend all sessions.**

Name: \_\_\_\_\_ City: \_\_\_\_\_

Department : \_\_\_\_\_ E-mail/phone number: \_\_\_\_\_

Name/e-mail of Direct Supervisor: \_\_\_\_\_ e-mail: \_\_\_\_\_

Please sign up for one group based on the attached schedule. Registrations will be taken on a first come basis. Every effort will be made to place you in your preferred group. Please be flexible.

**I will be attending:** Group A @ MVCC \_\_\_\_\_

Group B @ City of Mason \_\_\_\_\_