

## Supervisor and Manager Training Program Application Form

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If you are interested in the Supervisor or Manager Training Program, please fill out this form in its entirety. In order to participate, your completed registration form and commitment to participate fully in the program are needed. Please complete and return to Kayla Sikes, Wellness and Training Coordinator, at [hrtraining@cityofchesapeake.net](mailto:hrtraining@cityofchesapeake.net) by July 26, 2019.

### Background Information

<b>Name:</b>	
<b>Employee ID:</b>	
<b>Department:</b>	
<b>Are you applying for the supervisor or manager track?</b>	Supervisor Manager
<b>How many employees do you supervise?</b>	
<b>How long have you been a supervisor or manager?</b>	
<b>When did you complete Effective Supervisory Training (EST)?</b>	

Please describe your top two challenges as a supervisor or manager.
What do you enjoy most about being a supervisor or manager?
What do we need to know about you to provide the best learning environment?

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Why do you want to attend this training?

  
  
  
  

If you are applying for the Supervisor Training, please rank the colored tracks from 1 to 3, 1 being your first choice and 3 being your last choice. Also, please indicate if you are unable to participate in any of the tracks.  
 Red  
 Yellow  
 Green

Track	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
<b>Green</b>	September 16, 2019	October 24, 2019	November 14, 2019	January 29, 2020	February 6, 2020	March 17, 2020	April 10, 2020
<b>Red</b>	September 17, 2019	October 10, 2019	November 19, 2019	January 23, 2020	February 13, 2020	March 3, 2020	April 20, 2020
<b>Yellow</b>	September 5, 2019	October 15, 2019	November 15, 2019	January 7, 2020	February 12, 2020	March 12, 2020	April 2, 2020

If you are applying for the **Manager** Training Program, please view the calendar below before applying. Participants may miss no more than one course.

Day 1 – August 26, 2019	Day 6 – February 4, 2020
Day 2 – September 25, 2019	Day 7 – March 31, 2020
Day 3 – October 23, 2019	Day 8 – April 29, 2020
Day 4 – November 7, 2019	Day 9 – May 14, 2020
Day 5 – January 9, 2020	Day 10 – June 11, 2020

