

SUPERVISORY CERTIFICATE PROGRAM INTENT FORM

To insure that all supervisors receive essential supervisory training, successful completion of the Supervisory Certificate Program is a requirement of all current and newly promoted/hired supervisors. Completion of the Effective Supervisory Training, a required four day workshop, must be taken within the first three months of assuming their supervisory responsibilities.

I would like to enroll in the Supervisory Certificate Program. I understand that the REQUIRED COURSES are:

1. Ethics in Action
2. FISH! Philosophy (online)*
3. Coaching Skills for Supervisors
4. Workplace Violence Prevention
5. Myers-Briggs Type Indicator
6. and either: Effective Supervisory Training (for current supervisors only)
– OR –
Introduction to Supervisory Skills (for non-supervisors only)

I understand that in order to complete the program I will also need to attend two (2) elective courses from the following:

- The Art of Communication
- Managing Challenging Attitudes
- How to Handle Change
- Generations in the Workplace
- Public Speaking Skills: The Basics
- Road to Abilene

I understand that the regular registration procedure must be followed as outlined on Page 7 of the Workforce Development and Consulting Guide.
This form indicates my sincere intent to complete the requirements for this program but is in no way binding.

PLEASE PRINT	PLEASE PRINT	PLEASE PRINT	PLEASE PRINT	PLEASE PRINT	PLEASE PRINT
FIRST NAME	M. I.	LAST NAME	Employee ID (Kronos #):		
DEPARTMENT:			YEAR YOU WERE HIRED:		
SIGNATURE:			DATE:		

NOTE:

- * FISH! Philosophy was incorporated into Orientation after May 17, 2004 and meets the requirement. If you were hired after May 17, 2004 and attended New Employee Orientation then you do not need to repeat FISH! Philosophy.
- ✓ Courses may be taken in any order.
- ✓ Courses taken prior to enrollment in the program will meet the requirement.
- ✓ Courses taken outside the City of Chesapeake's In-House Training Program do not meet the requirement.