

Supervisor Training and Manager Development Program Application

If you are interested in the Supervisor Training or Manager Development 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 the Learning and Development Team, at hrtraining@cityofchesapeake.net by January 11, 2021.

Background Information

Name:	
Employee ID:	
Department:	
Did you complete the Supervisor Training Program in 2020?	
Are you applying for the supervisor or manager track?	
How many employees do you supervise?	
How long have you been a supervisor or manager?	
When did you complete Effective Supervisory Training (EST)?	

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?
Why do you want to attend this training?

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Program applicants must:

- Currently be in a supervisor or manager position.
- Have an interest in growth and development in management and leadership.
- Submit a completed registration form, to include management approval signatures, by the specified deadline.
- Have an evaluation rating of 'Solid Performance' or better. An employee who is serving an extended probationary period due to performance or conduct concerns will not be eligible to participate in the program.
- Have completed Effective Supervisory Training (EST).
- Be willing to actively participate in courses (participants may miss no more than one course).
 - o Failure to attend the program in its entirety (with the exception of one missed class) will result in the department's repayment for the cost of the employee to attend. Repayment amounts are detailed below:
 - \$811 for Supervisor Training Program
 - \$857 for Management Development Program (track 1)
 - \$771 for Management Development Program (track 2)

I meet the requirements for participation and am committed to attending and actively participating in the courses as well as completing development assignments.

Employee's Signature

Date

___ Approved ___ Disapproved: Reason _____

Supervisor's Signature

Date

___ Approved ___ Disapproved: Reason _____

Department/Office Head's Signature

Date