



## SUPERVISORY SKILLS SERIES LETTER OF AGREEMENT / ID TRANSFER

Human Resources Office of Organization Development & Training agrees to provide a series of classes covering various aspects of Supervisory Skills. Class topics will include, but not be limited to:

- The Leader's Role
- Personalities at Work
- Workplace Communication
- Business Writing
- Interviewing Skills
- Leadership and Customer Service
- Employment Law/Workplace Violence
- Coaching and Counseling
- Time Management
- Constructive Discipline/Performance Appraisals
- Team Building

In order to receive a "Certificate of Completion," class members are required to complete all 11 modules. Absences may be made up during subsequent series presentations, as space is available, at no additional cost. Participants who complete the full 4 day program will be recognized and presented a certificate at a ceremony dedicated to all series participants.

**The materials fee is \$100 per student**, which pays for the assessments and materials. Billing for the materials will occur after the first session (unless otherwise requested). The ID transfer will be initiated by Human Resources Office of Organization Development & Training.

Class: Supervisory Skills Series

Series Dates: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Department Number: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Director, Participating Department* *Date*

\_\_\_\_\_  
*Training Manager, OD & Training-HR* *Date*