

Course Announcement

**BASIC
SUPERVISORY
SKILLS II**

PRST STD
U. S. POSTAGE
PAID
BATON ROUGE LA
PERMIT NO. 936

COURSE TIMES:

7:30 a.m.....Registration/Check-in
8:00 a.m.– 4:00p.m.....Class
Breakfast and Lunch will be Included

LOCATIONS:

September 24, 2013 - Ruston
Historic Fire Station●
200 E. Mississippi Ave.

September 25, 2013- Alexandria
Public Works Complex ●
1221 Industrial Park Rd

October 30, 2013 - New Orleans
Regional Transportation Management
Bldg ● 10 Veterans Memorial Blvd

November 13, 2013 - Lake Charles
White Oak Landing ● 5584 River Rd.

December 4, 2013—Baton Rouge
TTEC Bldg ● 4099 Gourrier Ave

Two Additional Dates and Locations
To Be Determined

Local Technical Assistance Program
Louisiana Transportation Research Center
4099 Gourrier Avenue
Baton Rouge LA 70808-4443



THE LOUISIANA

**LOCAL TECHNICAL ASSISTANCE
PROGRAM**

Presents

**BASIC SUPERVISORY
SKILLS II**

(6 Professional Development Hours)

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The Louisiana Local Technical Assistance Program (LTAP) is a cooperative effort between the Louisiana Department of Transportation and Development, the Federal Highway Administration, and Louisiana State University. LTAP serves the needs of local transportation agencies and is a part of the Louisiana Transportation Research Center.

BASIC SUPERVISORY SKILLS II WORKSHOP

Registration Form

Pre-registration required one week in advance of location. Please indicate the workshop for which you are registering:

- September 24.....Ruston
- September 25.....Alexandria
- October 30New Orleans
- November 13.....Lake Charles
- December 4.....Baton Rouge

Name: _____

Title: _____

Agency: _____

Mailing Address: _____

City/State/Zip: _____

Telephone Number: _____

Email: _____

Registration Fee: \$25.00 Public Agencies
 \$50.00 Private Agencies

 \$50.00 Private Agencies

Make checks or money orders payable to:
**LOUISIANA STATE
UNIVERSITY**

Mail to:
LTAP/LTRC
4099 Gourrier Avenue
Baton Rouge, Louisiana 70808-4443
ATTN: Bob Breaux

OFFICE USE ONLY
RECEIPT #: _____ AMOUNT:\$ _____

CHECK #: _____ STAFF/DATE: _____

About the Course

This training is a follow up class to the Basic Supervisory Skills I course that was offered in 2012. The learning will be applied through interactive lecture, as well as through individual and group exercises.

Topics to be covered include the following:

- Conflict Resolution
- Managing the Diverse Workforce
- Motivating Employees
- Electronic Communications
- Employee Training

WHO SHOULD ATTEND:

This program is intended primarily for local public works employees who recently have been promoted to supervisory positions, or employees who potentially could be promoted to supervisor in the future. More experienced supervisors who have never had any formal supervisory training may also benefit from this training. The goal of this class is to help the new supervisor develop the necessary skills that will enable him/her to more effectively and confidently function in a supervisory capacity.

Enrollment, Registration, and Cancellation Policy

Pre-registration is required one week in advance. Registration is \$25.00 for municipal or public sector personnel and \$50.00 for all others. This fee covers all materials, and lunch. Registrants will receive a confirmation of their reservation. If an agency is unable to mail in the registration fee before the deadline, please phone, FAX, or e-mail the LTAP office with the names of the work- shop participants (800-595-4722 in-state or 225-767-9117; FAX 225-767-9156); (bbreaux@ltrc.lsu.edu). You can even register on-line at <http://www.ltrc.lsu.edu./ltap/index.html>

Instructor

Craig B. Russell

Craig Russell is a Sergeant with the Baton Rouge Police Department, and he has been on the Department since 1996. During his career with the Department, he has served in numerous roles. Currently, he is the Administrative Sergeant over the Downtown Baton Rouge Bike Unit, along with being the Dive Team Commander, a Logistics Officer for the SWAT team, and he is a Training Officer for the Police Academy. He has also served as the President of the Police Union, and he was a Field Training Officer. Outside of the Police Department, Craig is a Trainer for the Attorney General's office. Craig has extensive experience conducting supervisory and leadership training. He is experienced with working with public officials and with communicating to the public. Craig graduated from Southeastern University with a Bachelor of Science in Criminal Justice.

The Louisiana Transportation Research Center is a Louisiana State Board of Registration for Professional Engineers and Land Surveyors, approved Sponsor/ Provider of Continuing Professional Development (CPD). Professional Development Hour (PDH) credit will be awarded as follows: fifty (50) contact minutes of instruction or attendance = one (1) PDH.

For additional information about the seminar, to pre-register, or if you have questions concerning registration, contact the LTAP Office: 1-800-595-4722 (in-state) or (225) 767-9117, or e-mail (bbreaux@ltrc.lsu.edu)