
**ROADS SCHOLAR #8 —
SUCCESSFUL SUPERVISION
FOR LOCAL ROAD
SUPERVISORS**

COURSE TIMES:

Registration/Check-in7:00 a.m.
Class7:30 a.m.-2:30 p.m.

LOCATIONS:

November 15, 2016 — Lake Charles

White Oak Landing
5584 River Road
Lake Charles, LA 70615

November 16, 2016 — Lafayette

Lafayette Utilities System
1314 Walker Road
Lafayette, LA 70506

November 17, 2016 — Baton Rouge

TTEC Building, Auditorium — Room 100
4099 Gourrier Avenue
Baton Rouge, LA 70808

November 30, 2016 — West Monroe

Cheniere Lake Lodge
104 Cheniere Lake Drive
W. Monroe, LA 71292

December 1, 2016 — Benton

Bossier Parish Courthouse Annex
200 Burt Boulevard
Benton, LA 71006

December 6, 2016 — New Orleans

Regional Transportation Management Bldg
10 Veterans Memorial Boulevard
New Orleans, LA 70124

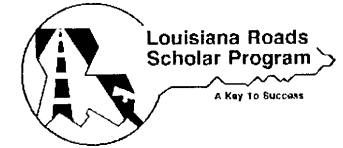
December 7, 2016 — Covington

St. Tammany Parish Public Works Complex
620 N. Tyler Street
Covington, LA 70433

December 8, 2016 — Alexandria

Public Works Complex
2021 Industrial Park Road Bldg. A
Alexandria, LA 71303

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



THE

**LOUISIANA
LOCAL TECHNICAL
ASSISTANCE PROGRAM
(LTAP)**

Presents

**ROADS SCHOLAR #8 —
SUCCESSFUL
SUPERVISION FOR
LOCAL ROAD
SUPERVISORS**

(6 Professional Development Hours)

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.

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Registration Form

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

- November 15, 2016.....Lake Charles
- November 16, 2016.....Lafayette
- November 17, 2016.....Baton Rouge
- November 30, 2016.....West Monroe
- December 1, 2016..... Benton
- December 6, 2016.....New Orleans
- December 7, 2016.....Covington
- December 8, 2016.....Alexandria

Name: _____

Title: _____

Agency: _____

Mailing Address: _____

City/State/Zip: _____

Telephone Number: _____

Email: _____

- **Registration Fee:** \$25.00 Public Agencies
\$50.00 Private Agencies
- **Make checks or money orders payable to:**
LOUISIANA STATE UNIVERSITY
- **No Cash Please!**
- **Credit Card payments accepted through the online registration page!** Visa, MasterCard, Discover, or American Express

OFFICE USE ONLY	
RECEIPT #:	AMOUNT:\$ _____
CHECK #:	STAFF/DATE: _____

About the Course

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.

Course Topics Include:

- Roles and Responsibilities of the Supervisor
- What Good Supervisors Do Well
- Effective Communication
- Planning and Delegating
- Performance Management
- Developing a Personal Action Plan

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.

Enrollment, Registration, and Cancellation Policy

Registration is required **one week** in advance of class. You can register online at www.louisianaltap.org. Registrants will receive a confirmation of their reservation. Registration by mail is available if postmarked before the deadline. Registration is \$25.00 for municipal or public sector personnel and \$50.00 for all others, which covers all materials, breakfast and lunch. **If we do not have 72 hours advanced notice that you will not attend the seminar, your registration fee will be forfeited.**

Instructor

Roger Shields

Roger Shields (United States Army Retired) holds a Masters Degree (equiv) from the US Army War College and currently provides consulting services focused on leadership and management training. He also served as an Army Senior Mentor/Subject Matter Expert in theater level logistics helping to prepare military units for deployment to Iraq and Afghanistan, and also for emergency/homeland defense missions.

For the past 6 years, he has worked part-time for Neel-Schaffer Engineering as their Training/Safety Coordinator. General Shields has over 40 years experience in safety management both in the military and the civilian arena.



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. 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 register, or if you have questions concerning registration, contact the LTAP Office by:
Phone (225) 767-9717,
Fax 225-767-9156 or
E-mail (Courtney.dupre@la.gov)