

MEMORANDUM

**STATE OF ALASKA
Department of Transportation and Public Facilities
Alaska Marine Highway System**



~ ACADEMY FOR SUPERVISORS (AFSU) ~

AFSU Class Description:

This **five-day course** is designed for newly-appointed supervisors and more experienced supervisors when their knowledge and skill development needs can be met by AFSU course learning objectives. Supervisors will learn the basic knowledge and skills necessary for the lawful, ethical, and effective supervision of State of Alaska employees.

The Academy for Supervisors (AFSU) Course:

- Fulfills the AMHS Minimum Qualifications (bid) requirement for the following shipboard positions:
 - Master, Chief Mate, Chief Steward, Chief Cook/LeConte, Chief Purser, PSWIC
- Recommended for AMHS Facility, Vessel, and Shoreside Supervisors

2017 AFSU Class Schedule:

Anchorage

Class Dates:

January 9th –13th
January 30—Feb 3rd
March 6th –10th
April 10th –14th
May 1st—5th

Juneau

Class Dates:

February 6th - 10th
April 10th –14th

Special Offering—2017

Ketchikan

AFSU Class Dates:

February 6th –10th

Or

- ★ Sign up for 1—day classes held during AFSU (KTN Only)....

Monday—Feb. 6th

Leadership Excellence

Tuesday—Feb. 7th

Interpersonal & Communication Skills

Wednesday -Feb 8th

Valuing Diversity

Attendees of the full 5 days in KTN will receive course credit for: AFSU, Leadership Excellence, Interpersonal Skills, & Valuing Diversity

To enroll in an a class, contact Amy Wilson, AMHS Training Coordinator, via email amy.wilson@alaska.gov or (907) 228 -7254

More information about AFSU class dates and locations may be found on the SOA/DOA Learn Alaska website <http://doa.alaska.gov/dof/learnalaska/>

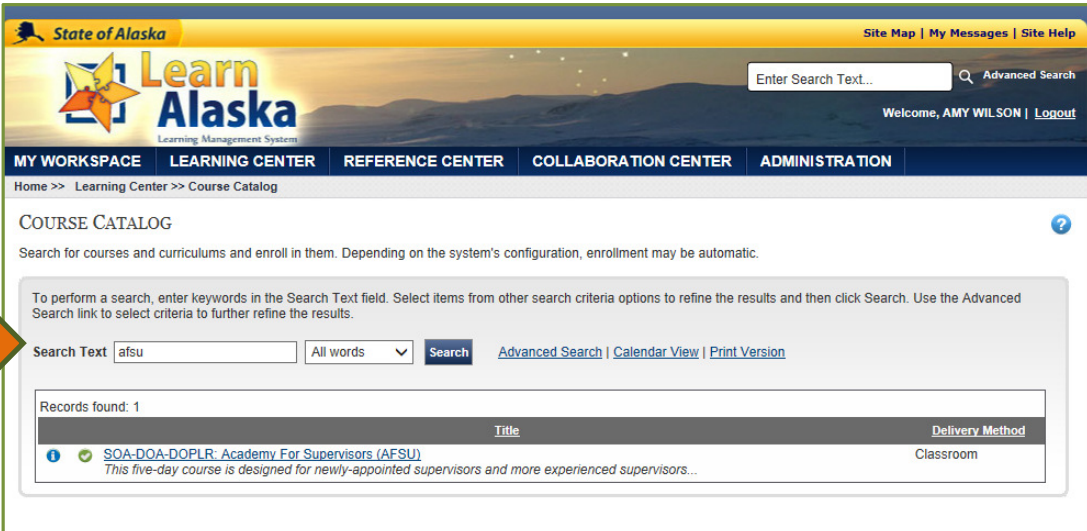
See pages 2-3 for more details

- ★ **Tuition:** Tuition for the above class is provided through Learn Alaska
<http://doa.alaska.gov/dof/learnalaska/>
- ★ **Wages:** Straight time training wages (8.4 hours per day) may be authorized for Crew Members; contact Amy Wilson for preauthorization and/or more information
- ★ **HOTEL SHIP:** In Ketchikan a hotel ship may be available; contact Amy Wilson to reserve lodging
- ★ **VACATION REQUEST FORMS:** If you are scheduled to work or are not on a permanent schedule you must submit a vacation request form to Dispatch. Vacation is approved on a case-by-case basis
- ★ **TRIP PASSES:** Trip/Annual Passes may be authorized for eligible Crew Members. Deadhead Passes are not authorized for training events/classes
 - For more information about Trip or Annual Passes, contact the AMHS Dispatch/Pass Desk
Via email dot.amhs.vessel.pass.desk@alaska.gov
 - The Trip Pass and Vacation Request Forms are posted on the AMHS Internal Resources website
<https://web.dot.state.ak.us/amhs/ops/forms.shtml>

To enroll in a class through the Learn Alaska website

(This ensures your transcript in Learn Alaska is up-to-date)

- ★ Go to the AMHS Internal Resources website https://web.dot.state.ak.us/amhs/ops/train_required.shtml and look under "Course Descriptions", Go to Academy for Supervisors and click the link to Learn Alaska
 - To login in to the Learn Alaska site, use your State of Alaska (SOA) User Name & Password
 - Same Username and Password that you use to login into your SOA webmail, paystubs and the Internal Resources website; Hint: You can search for courses without logging into Learn Alaska
 - Once you have logged in, sign up for a class session - you must enter your shore side supervisor's name. An auto-generated email will be sent to your shore side supervisor. Make sure you send a separate email to Amy Wilson and your shore side supervisor letting them know you have done this.



The screenshot shows the 'Learn Alaska' Learning Management System interface. At the top, there is a navigation bar with 'MY WORKSPACE', 'LEARNING CENTER', 'REFERENCE CENTER', 'COLLABORATION CENTER', and 'ADMINISTRATION'. Below this is a search bar with the text 'afsu' entered. The search results show one record: 'SOA-DOA-DOPLR: Academy For Supervisors (AFSU)' with a delivery method of 'Classroom'. An orange arrow points to the search input field.

Academy for Supervisors (AFSU) Course Objectives:

- Have knowledge of the role and responsibilities of a supervisor as an agent of the State of Alaska.
- Be able to articulate how attitudes and behaviors drive employee and constituent perceptions of the State of Alaska.
- Examine the legal and ethical requirements and responsibilities associated with your job and upon completion of application exercises, demonstrate knowledge of federal and state statutes, collective bargaining agreements, personnel rules, standard operating procedures, the Ethics Act and other mandated guidelines that apply across all operating departments of the State of Alaska Executive Branch.
- Demonstrate personal commitment to your organization's culture of integrity.
- Recognize, reinforce and model ethical and compliant behavior.
- Use the L.E.A.D. (TM) Model to respond appropriately to "integrity moments."
- Have knowledge of the concepts and behaviors associated with the skill of assertive communication.
- Have knowledge of how and why the victim attitude blocks empowered communication and behavior and precludes interpersonal effectiveness.
- Have knowledge of the characteristics of an Empowered Attitude and how an Empowered Attitude influences choosing Assertive Communication Skills.
- By participating in an application exercise, demonstrate Literacy level proficiency in using the Skill of Dialogue with a strong focus on Listening with Empathy and Assertive Communication Behavior based on an Empowered Attitude.
- Have an understanding of and be able to develop strategies for dealing with the challenges and expectations associated with your transition from individual contributor to your responsibility to get work done through others.
- Have knowledge of how your actions can result in significant personal and organizational liabilities.
- Learn the One Minute Manager skills of Goal Setting, Praising and Reprimand.
- Learn the difference between assigning and delegating tasks and how to consider motivation and skill level prior to assigning or delegating tasks.
- Have knowledge of the four approaches to assigning and delegating tasks.
- Have knowledge of the State of Alaska performance management model.
- Have knowledge of legally defensible interviewing and hiring practices.
- Be able to identify and describe the tasks associated with each of the Four Phases of the Coaching Process.
- Have knowledge of the policies and procedures for writing an employee performance appraisal.
- Have knowledge of the purpose and process of progressive discipline as an element of performance management.
- Have knowledge of State of Alaska performance documentation and practices. Obtain tools to plan for the continuous improvement of your supervisory skills and transfer learning to the workplace.