



Training Opportunity at Cape Fox lodge, Ketchikan

Academy for Supervisors (5 days)

- **February Monday 6 — Friday 10**
- Also receive credit for the following one day classes that occur during the course:
 - LEAD — one day leadership class
 - INSK— Interpersonal Skills class
 - VDIV—Valuing Diversity class



One day Classes offered during the Academy

- ***There is a nominal charge for NON DOT staff.*** This is to recoup instructor travel expenses. Contact Amy Wilson 228-7254 to find out the cost before having your staff enroll in LearnAlaska. They can also attend the Academy on the same basis.
- There is no charge for DOT staff, for any of these classes or AFSU. Just enroll in LearnAlaska or contact DOT, Amy Wilson - 228-7254

LEAD	Leadership Excellence	Monday 6 February
INSK	Interpersonal skills	Tuesday 7 February
VDIV	Valuing Diversity	Wednesday 8th February

See the back for further descriptions of the courses



Remember to contact Amy Wilson prior to enrolling if you are not DOT staff

What you will learn—Academy

Note: The only difference between this Academy and the standard Academy is more depth on Leadership and there is no discussion on this course on legally defensible hiring. This is a more in depth course than the standard Academy and you get credit for the Academy AND the one day courses

You will learn all of the material from the one day course below and the following:

Thursday

Information on PD, updating PD, classifications, documenting, performance development, coaching, One minute reprimands and praising, Raters guide, some basic evaluation material, and Sexual Harassment

Friday

Basics of Discipline, Assigning and delegating task—finish time is 2.30pm

What you will learn—One Day Classes

Monday—LEAD

This is a one day Leadership class, there is no state policy. Only those who did the Academy in March 2015 have ever received this training. Learn how to be an exceptional leader. There is no State policy in this class.

Tuesday—Interpersonal Skills

All about communication, how to be assertive, watch out for victims, how we communicate, learn an effective feedback model, the importance of emotional intelligence.

Wednesday—Valuing Diversity

How we filter the world, the effect of bias, know your bias, check your assumptions, and learn a feedback model to help find common ground.