

STATE OF MAINE

Department of Personnel

October 1, 1976

PERSONNEL MEMORANDUM 13-76

To: All Department Heads

Subject: Supervisory Training for Maine State Supervisors

The Department of Personnel is pleased to announce the offering of its course on supervision in Maine State service. The course is to be held one day a week in each of these locations: Augusta, Bangor, Lewiston, and Portland. The course is twenty hours long. To allow some flexibility in planning for attendance, it is presented in 2-hour segments over a ten-week period, with a morning and afternoon session held each class day.

Classes of fifteen to twenty people per session will be established. These classes will be made up from the various agencies within the specified areas. The number of classes and schedules for each will be established according to demand. To make the course economically feasible in outlying areas, at least thirty (30) participants must be registered. Registration forms may be obtained by sending a memo addressed to:

Public Service Careers/Supervisor's Course
State Department of Personnel

Please include the name of each individual planning to attend, and location desired. Individuals will be enrolled on a first-come, first-serve basis, and notified of their class schedule the week before it begins. Classes will begin during the week of November 15th. The registration period will be from October 1st through October 31st.

The course includes, but is not limited to, the following subjects: Definition of a Supervisor; Planning and Organization; Communication; Leadership; Employee Selection, Orientation, Training, Performance Evaluation; Collective Bargaining in State Service; and Special Supervisory Responsibilities; The course is intended to assist State supervisors and others making the transition from worker to supervisor. It bridges the gap between the skill training and the management development courses presently available to State employees. This supervisory course was developed by the Maine State Department of Personnel. It is taught by agency employees. The course deals with specific procedures and problems encountered by Maine State supervisors.

A nominal fee of \$10.00 for the Augusta area, and \$16.00 for outlying areas, will be charged the employing agency. This fee will cover the cost of expendable materials and, where applicable, instructor travel. The Public Service Careers Program will bill the employing agency at the midpoint of the cycle.

ROBERT STOLT
Commissioner of Personnel

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MAY BE REPRODUCED TO MEET DISTRIBUTION NEEDS