

STATE OF MAINE

Department of Personnel

February 2, 1977

PERSONNEL MEMORANDUM 7-77

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. It is presented in two-hour segments over a ten-week period, with a choice of morning or afternoon session. For the next cycle, the course will be presented only in Augusta. Classes of fifteen to eighteen people per session will be established. These classes will be made up from the various agencies within the Augusta area. The number of classes and schedules for each will be set up according to demand, with a maximum of six classes. 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 class day and time preference. Individuals will be enrolled on a first-come, first-serve basis and will be notified of their class schedule the week before it begins. The registration period is from February 4th through February 18th. Classes will begin during the week of February 28th.

The course includes, but is not limited to, the following subjects: Spectrum of Supervision; 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, and recently revised and updated, 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 \$12.00 will be charged the employing agency for each registrant. This fee will cover the cost of expendable materials. 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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PLEASE REPRODUCE AS NEEDED AND POST TO ENSURE AVAILABILITY TO ALL APPLICABLE EMPLOYEES