

STATE OF MAINE

Department of Personnel

11 March 1976

PERSONNEL MEMORANDUM 3-76

To: All Department Heads

Subject: Supervisory Training for First-line Supervisors

The Department of Personnel is pleased to announce the offering of its course in basic supervision for first-line supervisors in Maine State Service. The course will be held one day a week in each of three locations, Portland, Bangor and Augusta; and will last for ten weeks, consisting of ten two-hour seminar sessions. Classes are scheduled to begin during the week of April 12th.

Subjects include: Definition of a Supervisor, Planning and Organization, Communication, Leadership, Employee Selection, Orientation, Training and Performance Evaluation, Collective Bargaining in State Service, and Special Supervisory Responsibilities. The course is intended to assist first-line supervisors, and others making the transition from worker to supervisor, bridge the training gap between the skill training and the management development courses presently available to State employees. It differs from most other supervisory courses in that it was developed by this department and specifically addresses procedures and problems encountered in Maine State Service.

Classes of no more than fifteen people per session will be established, with numbers of classes and schedules set according to demand. To make the course economically feasible in the Portland and Bangor areas, at least 30 participants must be registered from those areas. Registration forms and further information may be obtained by sending a brief memo to:

Director, Public Service Careers Program,  
State Department of Personnel

Please state the name and position of each individual desiring to attend. Individuals will be enrolled on a first-come, first-serve basis.

A nominal fee of \$10.00 for the Augusta area, and \$16.00 for the Portland and Bangor 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.

RICHARD W. TRIPP

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MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS.