



Maryland Police and Correctional Training Commissions REGISTRATION FORM

PROGRAM: Supervision of the Offsite Employee
TUITION: FREE
DATE/TIME: July 16, 9:00 a.m. – 3:00 p.m.
LOCATION: Ocean City Public Safety Center
6501 Coastal Highway
Ocean City, MD 21842

DESCRIPTION: This 6-hour course will focus on the challenges faced by supervisors who do not have daily face-to-face contact with their personnel. Some of these challenges include the new supervisor who is responsible for staff that have not been closely supervised in the past, the relevance of job descriptions, and the cross-generational workforce. The agenda will examine the concepts of micromanagement vs. effective supervision, the supervisor's role in knowing and understanding his/her job description as well as familiarity with the job descriptions of everyone he/she supervises and his/her supervisor's role, the use of standard supervisory practices and current technology, and the challenges of supervising across generations.

REGISTRATION INFORMATION:

Student's Name: _____ **Position:** _____

Agency Name: _____

Agency Address: _____

Agency Contact: _____ **Contact Phone:** (____) ____ - _____

Agency Contact email: _____ **Contact Fax:** (____) ____ - _____

PLEASE READ THIS IMPORTANT REGISTRATION INFORMATION:

- Complete forms as legibly and completely as possible.
- All registration forms must be returned by fax or mailed to the address below no later than July 2, 2009.
- If faxing the form, please fax to Cheryl Friend at (410) 875-3511.
- A representative of PCTC will contact you via email or telephone within five business days of July 16, 2009 to confirm your registration.

There are no pre-requisites for this course and it is open to law enforcement and other public safety personnel.