

**NATIONAL INDIAN PROGRAMS TRAINING CENTER**  
**1011 Indian School Road NW, 2<sup>nd</sup> Floor**  
**Albuquerque, New Mexico 87104**

**BASIC 40 HOUR SUPERVISION**

Date: November 16-20, 2009

Target

Audience: All managers, supervisors, and team leaders

Course

Description: This five-day course is designed for supervisors, managers and team leaders who want to develop and sharpen their supervisory skills and create high-performance cultures. Course topics include: hiring the right people, managing employee performance, developing talent, assigning the right duties and maintaining discipline. Meets all DOI Supervisory Training Requirements.

Learning

Objectives: -Review merit system principles  
-Distinguish the supervisor's role in performance management, rewarding employees, discipline, and controlling absenteeism  
-Identify responsibilities in the areas of staffing, promotion, classification and position management  
-Discuss labor-management relations, EEO, diversity

Time: 8:00am – 4:00pm each day

Competency

Addressed: Human Resources Management

Tuition: No tuition for BIA, BIE or OST employees

To Register: Please register in DOI Learn or fax a registration form to (505) 563-5076. Supervisory approval is required. Registrations will be accepted on a first-come-first-serve basis.