

Application Date: _____

Kansas Road Scholar Program
Level II Advanced Road Scholar: Supervisory Skills Program
Application Form

Please complete the following information, attach the fee of \$35 (payable to the Kansas Association of Counties) and send to: Kansas Road Scholar Program, KAC, 300 SW 8th Avenue, Topeka, KS 66603.

About the Participant:

Name _____ Job Title _____

Agency _____

Address _____

City _____ Zip Code _____ Phone _____

Email _____

Certificate Prerequisite: Supervisory Skills courses may be taken during the same time period the Technical Skills courses are taken. However, the Technical Skill Certificate is required before the Supervisory Certificate will be awarded. Applicants need not be current supervisors.

Required Courses/Attendance Summary: Courses taken up to 3 years before your application date may be used to fulfill attendance requirements. Please list approximate dates and locations of training and attach copies of certificates. Applications will be verified and participants will be informed of training that remains to be taken. All training must be completed within 6 years of application.

Course	Minimum Hours Required	Date Completed
Fundamentals of Supervision	5	_____
Legal Aspects of Supervision	5	_____
Communication Skills for Effective Supervision	5	_____
Managing Employee Performance	5	_____
Coaching and Positive Discipline Skills	5	_____
Employee Safety	3	_____
Enhancing Cooperative Work Relationships	5	_____
Supervisory Techniques for Problem Solving	5	_____
Public Works Issues I	6	_____
Public Works Issues II	6	_____

Questions or Concerns:

Contact Sarah Meyer, KAC, 785-272-2585, meyer@kansascounties.org.

08/2007