

Principles of Supervision Course

23-24 August 2018

UVA/VA Tech Higher Ed Center, Newport News

Course Description

The purpose of this course is to explain the role, characteristics, and skills of a supervisor; identify the principles of management at the supervisory level; define human relations skills necessary for supervision; and explain motivational techniques used by a supervisor in a working environment.

Course: Elective for deputies. Treasurers may take for points only.
Since this is a new course points have not been determined yet.

For more information see the *Certification Handbook*.

If you have questions on certification, contact Al Spengler at aws@virginia.edu

Instructor: K. Vernard Harrington, Associate Professor of Management
Radford University

Registration Site: <https://commerce.coopercenter.org/ccps/login.php>

Registration Fee: \$210 Member (TAV members)
\$260 Non-Member (all others)

Registration Deadline: 17 August 2018

Fee includes course material, lunch day one, and breaks.

If you need a special meal (vegetarian, vegan, gluten free), please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.

A \$20.00 processing fee will be assessed for cancellations. No refunds for cancellations received less than 48 hours before the course unless your space is filled. **After you select your event, don't forget to check the box before the class in order to complete your on-line registration.**

Payment: On-line with a credit card
Check, electronic transfer or LPO also accepted

To make payment using a method other than credit card, please print out your registration form and enclose a copy with your check. If paying via electronic transfer or via LPO, please include the invoice number with your payment.

Make checks payable to: **University of Virginia**

Mail to: Treasurers' Association of Virginia
c/o Cooper Center for Public Service
PO Box 400206
Charlottesville, VA 22904-4206

Class Schedule and Information

Day One **Registration & Continental Breakfast: 8:30 to 9:00 a.m.**
Class begins at 9:00 a.m. and ends at 5:00 p.m.

Day Two **Class Begins: 8:30 a.m. (subject in change on Day One)**
Exam will start around 11:45 a.m. (**45 Questions; Open Book; 75 minutes**)

What to Bring to Class: Several #2 Pencils
 Assorted Highlighters
 Post-it and/or Sticky Notes

Grades: Grades are posted on line--usually within 10 days of end of class.

If you are **not** enrolled in the TAV certification program administered by the Cooper Center for Public Service at the University of Virginia, you must fill out a an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: www.coopercenter.org and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Beth Watson Bennett at the Center at 434-982-2144 and she can tell you your grade.

Dr. K. Vernard Harrington

Associate Professor of Management
Radford University

Dr. Harrington has been a Microsoft Certified Systems Engineer, and a Microsoft Certified Trainer. Prior to beginning his academic career, Dr. Harrington worked in the computer industry as a programmer and sales manager.

Dr. Harrington's recent job activities have focused on the management of various information systems related projects, including the directorship of the VT STARS program, support for the implementation of Virginia Tech's student computer requirement, and the deployment of Microsoft Outlook to Virginia Tech faculty and staff.

Dr. Harrington is also a professional consultant. He conducts seminars in strategic management, team building, and the management of diversity for both private and public sector organizations. Some of his past clients include Stanley Associates, the United States Veteran's Administration, the USDA's Forestry Service, and Empire State College.

Dr. Harrington has taught undergraduate and MBA courses in behavioral management, management information systems, managing diversity, and organization theory. He has prior instructional experience at Virginia Tech, Syracuse University, Texas A&M University, Iowa State University, and Drake University.

Class Location and Directions

The **UVA/VA Tech Higher Ed Center** is located at **600 Thimble Shoals Blvd., Suite 210** in the **Wells Fargo Bank Building** in **Newport News** (Zip 23606) just off Jefferson Avenue.

From Richmond

Take I-64 to exit 255 A. Merge onto VA-143 East/Jefferson Avenue. Go 2.8 miles. Turn left onto Thimble Shoals Blvd. Wells Fargo Bank will be on your right. Meeting rooms are on Second Floor.

From Norfolk

Take I-64 to exit 258 A. Merge onto US-17 South/ J. Clyde Morris Blvd. Go 1.8 miles. Turn right onto Jefferson Ave. Go 0.8 mile and turn right onto Thimble Shoals Blvd. Wells Fargo Bank will be on your right. Meeting rooms are on Second Floor.

There are parking lots on both sides of the building.

Hotel Information

Marriott Residence Inn Newport News

531 St. Johns Road
Newport News, VA 23602

757-842-6214

www.marriott.com/phfn

Room Block Name:	Treasurers' Association of Virginia
Cut-off Date:	15 August 2018
Room Rate:	\$93 single/double
Hotel Amenities	free Wi-Fi, free breakfast, fitness center
Parking	Free
Cancellation Policy	48 Hours

Only a limited a rooms have been blocked. If you try and they are full, contact AI at aws@virginia and he can have them add more rooms to the block.

The hotel is across from Patrick Henry Mall.

Click this link to book your room: <https://goo.gl/WdRWQ4>

Directions to Residence Inn

FROM I-64

The hotel is located just off exit 255A on I-64.

The hotel is located 2.8 miles from the UVA/VA Tech Center—about a 6-minute drive down Jefferson Avenue.

Map and directions to the hotel can be found at the Marriott web site at:

<http://www.marriott.com/hotels/hotel-information/travel/phfn-residence-inn-newport-news-airport/>