

Principles of Supervision Course

7-8 May 2018
Roanoke Higher Education Center

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: 23 April 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.

Hotel Information

Cambria Hotel & Suites

(A Choice Hotel property; see **Note** below.)

301 Reserve Avenue
Roanoke, VA 24016

540-400-6226

Room Block Name	Treasurers' Association – Principles of Supervision
Cut-off Date	22 April 2018
Room Rate	\$107 single/double
Hotel Amenities	free Wi-Fi, fitness center, indoor pool
Parking	Free
Shuttle	Free shuttle between hotel and higher education center Shuttle will leave the hotel at 8:00 a.m. each day.
Cancellation Policy	48 Hours

Hotel has only a limited number of doubles, so if you need a double room, reserve one today.

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.

NOTE: the **Cambria** will become a **Spring Hill Suites by Marriott** before May.

Directions

I-81 to 581 7 miles to Wonju Exit - straight to 1st traffic light - turn left - go to second traffic light and turn right on Reserve Avenue. Hotel is on the left.

Other hotel amenities can be found at their website:

<https://goo.gl/vWsX4R>

Roanoke Higher Education Center

Room 613

The **Roanoke Higher Education Center** (RHEC) is housed in the renovated Norfolk & Western Railroad building at **108 North Jefferson Street**, next to the Hotel Roanoke.

From 581 heading South, take Exit 5. Turn right onto Wells Ave. Proceed past the Hotel Roanoke. Cross Jefferson St. Take next left into Jordan Alley to Parking Lot **1** (see numbered circle on map above).

From 220/581 heading North, take Exit 4E, immediately turn right onto Williamson Road. Proceed south to Wells Ave., and turn right onto Wells. Cross Jefferson St. Take next left into Jordan Alley to Parking Lot **1** (see numbered circle on map above).

Website can be found at: <http://www.education.edu/>



Where to Park:

Parking is available as follows:

(See numbered circles on map above)

Day - Monday through Friday Permit or parking fee required 7:00 a.m. to 4:00 p.m.

- 1** West side of RHEC (surface parking lot)
- 2** Lot on First Street (Between Loudon Ave. and Wells Ave.)
- 3** Parking Garage (use entrance on Centre Ave., across from RHEC parking lot)
- 4** Lot on Centre Avenue (Between Shenandoah Ave. and First St.)

Daily and Event Parking (Monday through Friday - 7:00 a.m. to 4:00 p.m.): Daily parking fees for lot 1 and garage 3 are 50 cent per hour or \$4.00 per day. Fees for lot 1 are collected via a regularly monitored self-payment box that is located on the median strip that separates lot 1 and Jordan Alley. Fees for garage 3 are collected by an attendant at the garage entrance/exit booth. All parking fees are collected by the City of Roanoke. (Note: There is a change machine located just inside of the RHEC main entrance by the café door.) The Roanoke Higher Education Center does not provide parking receipts. When planning a day event and making a reservation, please contact us at least 48 hours in advance at (540) 767-6013 if parking validations may be necessary.