



**Course Title:** *Understanding the Supervisor's Role in the Skilled Craft PTTP*

**Course Description**

This course will help you understand your role and responsibilities when supervising employees who are in a skilled craft Progression Through Training Program (PTTP).

**Goal**

To give participants a clear understanding of what it is that supervisors do with regard to the PTTP.

**Learning Objectives**

- Familiarization with the IBBT Approved Standard Key Elements for City of Gainesville PTTPs.
- Become familiar with the role of the Supervisor in the IBBT Approved Standard Key Elements
- Become familiar with the initiation, implementation, monitoring, & guidance of PTTPs
- Become aware of the responsibility the Supervisor plays in the daily execution of PTTP requirements as:
  - Mentor
  - Program Guidance Provider
- Understand the administrative support requirements

**Open to:** Managers and CWA Supervisors

**Competencies Addressed:** Organizational Knowledge, Communicate Effectively, Performance Management

**Length of Class:** Four Hours