



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
- Participate with Division PTTP Panel to evaluate
 - A candidate's KSA's for purposes of slotting
 - A participants progress for purposes of advancement or remediation
- Observe/Evaluate PTTP Participant
- Develop PTTP Training Timelines

Open to: Managers and CWA Supervisors

Competencies Addressed: Organizational Knowledge, Communicate Effectively, Performance Management

Length of Class: Four Hours