

Tel: 303-735-3530 Fax: 303-735-2968  
On the Web: <http://ltap.colorado.edu>  
Email: [cltap@colorado.edu](mailto:cltap@colorado.edu)

Boulder, Colorado 80309-0561  
3100 Marine Street, Rm A213  
University of Colorado Boulder

Colorado LTAP



## Supervisory Skills and Development

**Colorado Local Technical Assistance Program (LTAP)** manages three different training programs. The *Supervisory Skills and Development Program (SSDP)* started in the fall of 2001. Unlike the Roads Scholar Programs, SSDP is designed to help educate, prepare, and provide public works employees with the background necessary to comfortably and confidently perform in a supervisory position. The courses chosen are intended to provide a fundamental understanding of the roles and responsibilities of a supervisor and to develop tools for succeeding in management.

# Supervisory Skills and Development TRAINING PROGRAM DETAILS



## What are the Supervisory Skills & Development Program requirements?

All nine courses offered in Supervisory Skills & Development Program (SSDP) are required for completion of the program. Each course is a 7-hour training session. A plaque will be awarded recognizing successful completion of program requirements. Each year, one half of the classes are offered on the Front Range, and in that same year, the other half of the classes are held on the Western Slope; the next year they will switch. It is possible to complete the SSDP program in one year if students are able to travel to both the Western Slope and Front Range locations. Otherwise, it will take a minimum of two years for one region to receive all nine courses.

## What are the nine required SSDP courses?

- So You're a Supervisor Now? Transitioning into a Supervisory Role
- Are You Understood? Verbal Communication
- Is the Point Getting Across? Written Communication
- The Do's and Don'ts Legal and Liability Issues for New Supervisors
- Ethical - Do You Know What That Means? Ethics for New Supervisors
- A Whole New World: The Nuts and Bolts of Local & State Government Operations
- Successful Employees Make Successful Supervisors Managing for Success
- Developing the Leader Within Leadership Skills
- Who's Coming Through the Door Today? Dealing With People

## How much does it cost and are there any scholarships available?

The cost of each SSDP class is \$75/pp and includes room rental fees, instructor's fees, class materials, and lunch. Participants also receive at their first class an SSDP binder. This notebook includes a check list of courses, and dividers in order to maintain handouts from each class. It is intended for this notebook to serve as a reference manual after completion of the program. Colorado APWA & CARSE have provided money for scholarships and interested individuals should contact the CO LTAP office for details.

## GET NOTIFIED

CO LTAP maintains two mailing lists. The brochure mailing list includes those persons who receive notification of upcoming training events and registration forms. The other is the quarterly newsletter mailing list. Each list is available electronically. If you would like to be added to either list please contact the CO LTAP office or sign-up online. Course schedules and registration are also available on our website.