



TRANSIT SUPERVISOR CERTIFICATION COURSE (FT00545)

January 31 - February 4, 2011

Tampa, Florida

COURSE OVERVIEW

This course from the USDOT Transportation Safety Institute is designed to assist new and veteran front line supervisors to effectively implement their human resource management responsibilities. The fundamentals and regulatory responsibilities of supervision will be addressed, as well as day-to-day operations. The course will help you define and effectively perform your responsibilities as a transit supervisor.

WHO SHOULD ATTEND

All levels of managers and supervisors, both new and veteran, operations managers, safety managers, potential supervisors and risk managers. Successful completion of this course provides 3.2 CEUs.

COURSE ELEMENTS

- Fundamentals of supervision
- Communication
- Delegation
- Performance evaluation
- Ethics in the workplace
- Customer service
- Equal Employment Opportunity
- Analyze issues in scheduling and dispatch
- Discuss the Supervisor's role in the ADA Act
- Assess discipline and grievance procedures
- Family Medical Leave Act
- Prevention of sexual harassment
- Reasonable suspicion
- Emergency management
- Vehicle troubleshooting



REGISTRATION INFORMATION

This course is sponsored by the Florida Department of Transportation and the Florida Statewide Transit Training and Technical Assistance Program at the USF Center for Urban Transportation Research.

There are no fees for this training. Space is limited; register early to avoid disappointment. We request no more than 2 participants from each agency.

To register for this course, fill out the attached registration form and return to Molly Buffington via fax (813.974.5168) or scanned email.



**REGISTRATION FORM TO ATTEND
TRANSIT SUPERVISOR'S CERTIFICATION COURSE (FT00545)
JANUARY 31—FEBRUARY 4, 2011 TAMPA, FLORIDA**

REGISTRANT'S NAME _____

JOB TITLE _____

MAJOR DUTIES & RESPONSIBILITIES _____

SUPERVISORS NAME _____

EMPLOYER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (_____) _____

FAX (_____) _____

EMAIL _____

An email confirmation will be forwarded to each registrant with agenda, travel logistics, parking and hotel information. Please fax or scan/email your registration form to:

Center for Urban Transportation Research

Attn: Molly Buffington

(813) 974-5168 fax

buffington@cutr.usf.edu

