

2018



# SUPERVISORS' ACADEMY



Primex<sup>3</sup> recognizes the importance of effective management and established the Supervisors' Academy to address the need to build the skills of supervisors. To date, over 2,600 supervisors from throughout New Hampshire's public sector have attended this training experience.

**Primex**<sup>3</sup>  
NH Public Risk Management Exchange

Trust. Excellence. Service.

# Supervisors' Academy

## ***What is the Primex<sup>3</sup> Supervisors' Academy?***

Supervisors' Academy is a challenging, 3-day experience conducted by Primex<sup>3</sup>. Participants take an active role in the classroom as they learn about a broad range of immediately useful leadership topics. Seasoned Primex<sup>3</sup> practitioners and instructors guide the participants through case studies and discussions to ensure that the learning objectives are achieved. To maximize the learning experience, class sizes are limited. Supervisors' Academy is offered at no cost to Primex<sup>3</sup> members in the Property & Liability Coverage program. If you are unsure if your organization qualifies, please contact Gail Hammond in Member Services at [ghammond@nhprimex.org](mailto:ghammond@nhprimex.org).

## ***When and where is the Primex<sup>3</sup> Supervisors' Academy held?***

Supervisors' Academy is held over three days, from 8:30 am. – 3:30 p.m. each day and is offered six times a year, held at the Primex Training Facility in Concord, NH unless otherwise noted.

- March 20-22, 2018
- June 5-7, 2018
- July 17-19, 2018
- September 11-13, 2018 (Farmington, NH)
- November 13-15, 2018
- December 4-6, 2018

## ***Who Should Apply?***

- Newly appointed supervisors
- Aspiring and soon-to-be-promoted supervisors
- Long-term supervisors who want to enhance their existing knowledge of supervisory techniques

## **Successful Completion of the Supervisors' Academy requires that participants:**

- Attend all three days of the program
- Complete all pre and post assignments\*
- Achieve a score of 70 or higher on the Learning Check
- Participate in case studies and exercises while making a respectful contribution to the learning environment

\*Pre-assignments are assigned approximately three weeks before the program begins and one post-assignment is given approximately one week after the classroom session has ended.

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**Pre and Post Assignments:** (Estimated time to complete all assignments is 5.5 hours over 3-week period)

- DISC online assessment (90 minutes including reading report)
- Read Everest Case Study and respond to questions via the blog (2 hours)
- Blog #2 (15 minutes)
- Learning Check (60 minutes) – Passing Score of 70% required for successful completion
- Blog #3 (15 minutes)



Upon successful completion of the program, participants will receive 2.3 CEUs. Primex<sup>3</sup> has been accredited as an Accredited Provider by the International Association for Continuing Education and Training (IACET).

## ***How to apply for the Primex<sup>3</sup> Supervisors' Academy***

*To be considered, each applicant must complete and submit the online application which includes:*

- Contact information
- Nominating Supervisors' contact information
- Write a brief essay (250 words or less) stating why you believe you are a good candidate for the Primex<sup>3</sup> Supervisors' Academy
- Provide a statement of nomination (250 words or less) from your supervisor stating why you are being nominated for the Primex<sup>3</sup> Supervisors' Academy

Applications must be submitted no later than **45 days prior** to the respective Supervisors' Academy start date. Only completed applications are considered and the roster selection for each session of the Primex<sup>3</sup> Supervisors' Academy will be made and applicants will be notified 30 days prior to the start of the respective Supervisors' Academy date.

**Note:** Those currently in supervisory roles will be considered before those anticipating supervisory roles.

For more detailed information about **Supervisors' Academy** please contact Elaine St. Jean at [estjean@nhprimex.org](mailto:estjean@nhprimex.org)

