

2019



# 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 2,700 supervisors from throughout New Hampshire's public sector have attended this training experience.



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 19-21, 2019
- June 4-6, 2019
- July 16-18, 2019
- September 10-12, 2019 (Swanzey, NH)
- November 12-14, 2019
- December 10-12, 2019

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

- Newly appointed supervisors
- Current 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 two weeks 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 Discussion Board (2 hours)
- Discussion Board #2 (15 minutes)
- Learning Check (60 minutes) – Passing Score of 70% required for successful completion
- Discussion Board #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***

*Applications should be completed by the Candidate. To be considered for Supervisors' Academy, 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

Only completed applications are considered. If selected, the Applicants will be notified three (3) weeks prior to the start of the respective Supervisors' Academy date.

**Note:** Preference will be given to those currently in supervisory positions.

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

