



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Human Resources

300 Sixth Street

605-394-4136

LF081104-18

INSTRUCTIONAL CONTRACT

COURSE: *Principles of Supervision*

COURSE DESCRIPTION: The format for this course is a mixture of lecture using PowerPoint slides, small and large group activities, and videos. Homework will be assigned each week. Course topics will include: delegation, organization, time management, hiring/terminating, coaching, motivating, evaluating performance, job stress, and many more. The course is not theory-based, but designed as a how-to instructional for helping managers to be more effective at their jobs.

LENGTH: 8 weeks

DATES: Mondays, commencing September 20, 2004 and ending November 17, 2004 with no class on October 18. (Our last class is on a Wednesday morning to coincide with the November Brown Bag Learning Lunch session.)

TIME: 1:00 am-4:00 am (Class on Nov 17 will be 8:30-11:30 am)

INSTRUCTOR: Shelly J. Kaup, MBA

Bio: Ms. Kaup has successfully taught at the college/adult level for 7 years, including 3 previous sessions of Supervision for City Employees. She also has experience as a public employee, working 7 years at the South Dakota Department of Revenue.

FEE: \$100/hour for a total of 24 instructional hours. Maximum class size is 16. Student books are provided by the City.

City of Rapid City Mayor & Finance Officer

Date

Shelly Kaup, Instructor

Date



EQUAL OPPORTUNITY EMPLOYER