

INSTRUCTIONAL CONTRACT PROPOSAL

COURSE: Principles of Supervision for City Employees

COURSE DESCRIPTION: The proposed 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: Wednesdays commencing March 2, 2005 and ending April 27, 2005, with no class on March 30. Classes held in CSAC 3 West.

TIME: 1:00-4:00pm

INSTRUCTOR: Shelly J. Kaup, MBA

Bio: Ms. Kaup has successfully taught at the college/adult level for 7 years, including five previous sessions of Principles 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 (\$2,400). Maximum class size is 16. Student books are provided by the City.

City of Rapid City Mayor & Finance Officer

Date:

Shelly Kaup, Instructor

Date: