

Application Date: _____



Kansas Roads Scholar Program Level Two: Supervisory Skills Program Application Form

Please complete the following information, attach the fee of \$35 (payable to the KU Transportation Center).
Mail to: 1536 W. 15th Street, M2SEC, G520, Lawrence, KS 66045 or email kutc_training@ku.edu

NAME: _____

AGENCY: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

Certificate Prerequisite: Supervisory Skills courses may be taken during the same time period the Technical Skills courses. The Technical Skill certificate is required before the Supervisory Certificate will be awarded. Applicants need not be current supervisors. Individuals with more than 5 years of public works experience may choose to skip Level One and proceed to Level Two, with supervisor approval. Please submit a request to the Kansas LTAP Program.

Required Courses/Attendance Summary: Courses taken up to 3 years before your application date may be used to fulfill attendance requirements. All training must be completed within 6 years of the application date.

Level Two: Supervisory Skills Program Required Courses

Workshop	Frequency	Presenting Agency
Communication Skills for Effective Supervision	At least every other year	Kansas LTAP
Enhancing Cooperative Work Relationships	At least every other year	Kansas LTAP
Fundamentals of Supervision	At least every other year	Kansas LTAP
Legal Aspects of Management	At least every other year	Kansas Association of Counties
Managing Employee Performance	At least every other year	Kansas LTAP
Providing Employee Safety	At least every other year	Kansas LTAP
Problem Solving for Effective Supervision	At least every other year	Kansas LTAP
Public Works I & II	At least every other year	Kansas LTAP
Electives: The below workshops are not required, but may be taken in place of one of the other workshops listed above. These workshops will be offered at least every other year as needed. NIMS webinars completed for Level Two cannot count towards Level One completion.		
* Making Safer Roads (Kansas LTAP)	* Public Works Role in Emergency Management + Public Works and Disaster Recovery (NIMS webinars. Must complete both to receive credit)	
* Bridge Maintenance (Kansas LTAP)		
* Culvert Management (Kansas LTAP)	* Advanced GIS (Kansas LTAP)	

Questions: Contact Kansas LTAP at (785) 864-2594 or kutc_training@ku.edu.