



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR#07-19

February 4, 2019

TO: Directors
Deputy Directors
Administrators

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: SUPERVISORY SKILLS PROGRAM

I am pleased to announce that the Division of Human Resource Management's Office of Employee Development is debuting a new curated series of open-enrollment classes called *Supervisory Skills* available to any supervisor responsible for leading teams.

This competency-based program provides core tactical tools and knowledge essential to the leadership growth of all front-line supervisors. Classes in the series will run multiple times throughout the year in both Carson City and Las Vegas. Participants who successfully complete all of the classes in the series will receive a certificate of completion.

These classes can be taken in any order and at any pace, but the application seminar must be completed last. The classes include: *Foundations of Supervisory Leadership; Temperaments and Emotional Intelligence; Accountability and Performance; Getting Things Done Through Prioritization and Delegation; Teams; Motivation and Engagement; Managing Up and Across;* and the *Application Seminar*.

Designed as a precursor to the Management Academy and Nevada Certified Public Manager Program, *Supervisory Skills* is a key element in the State's commitment to ensure the citizens of Nevada that its government has a strong cadre of professional managers today, and staff ready to transition into leadership and senior management positions in the future.

Classes will begin in March in Carson City and in April in Las Vegas. All classes are currently open for enrollment in [NEATS](#). For more information, contact Rob Horgan, Manager, Office of Employee Development, at robhorgan@admin.nv.gov or Jennifer Herrera, Program Officer, at jenherrera@admin.nv.gov.

I encourage you to share the information about this opportunity, and support participation from your staff.