First Time Supervisor Program
Class V

OVERVIEW

The First Time Supervisor Program provided by Duke’s Professional Development Institute focuses on developing high-potential Duke staff who aspire to become supervisors or who will be moving into new supervisory roles. The program will provide structured development opportunities in the areas of people management, budgeting, project management and other supervisory competencies. **Nomination deadline is October 2.** The program will begin Monday, November 9, 2015 and graduate, November, 2016. Nominations are available online at [http://www.hr.duke.edu/training/programs/supervisor/index.php](http://www.hr.duke.edu/training/programs/supervisor/index.php)

**Target Audience:**
High-performing Duke staff who aspire to become supervisors and have been identified by managers as a person with high potential for supervisory positions may be recommended for the program. The program is not limited to a certain type or level of position at Duke.

**Goal:**
To develop, prepare and retain high-performing staff for supervisory opportunities at Duke.

**Program Features:**
- Classes, for example
  - Managing difficult work relationships
  - Project and budget management
  - Managerial communication
- Monthly coaching sessions with PDI staff
- Department projects
  - Provide participants an opportunity to apply knowledge and skills obtained through coursework in the work environment and enhance their development
- 360-degree assessment and development planning
- Participants commit to a retention agreement of 24 months of post-graduation employment at Duke
- Manager’s Role
  - Class members will participate as part of their regular work schedule
  - Managers actively support training and coaching of participants
  - Managers will nominate a prospective mentor for the participant
  - Manager; department will commit up to $500 for program support
- Mentor’s Role
  - Monthly meetings
  - Actively provide support throughout the program
Training Time Commitments:
• Individuals will be asked to participate in a minimum of two to three days per month of classroom training. During the program, participants will need to be released from their regular work schedule to cover this training time.
• Additional training time may be scheduled during regular work hours for coaching and mentoring sessions, and department projects.

Selection Criteria and Process:
The First Time Supervisor program will include a diverse class of up to 20 participants. The following are the minimum requirements to be considered for the program:
• Nomination and full endorsement from current manager including the completion of a manager nomination form.
• Full-time Duke employee with minimum of three years of continuous service
• Performance, as defined by the department, which “fully achieves or meets standards” for the previous two years of continuous service. Applicants with “exceeds standards” will be given priority consideration.
• Minimum of an associate’s degree is required depending on the supervisory position the individual is working toward. Other positions will require a bachelor’s or advanced degree.
• Consistent demonstration of expertise in field appropriate to applicant’s area of responsibilities.
• Acceptance of a retention agreement for two years following completion of program.

Because of the competitiveness of the program, the highly selective process will include the following:
• Completion of online application to be submitted to manager (requests information about the participant’s accomplishments, career goals and understanding of the program).
• Nomination by manager to PDI
• Manager must identify at least one mentor for participant
• Manager must be able to provide and guide the participant in a meaningful project within their department
• Final review and endorsement of nominations by senior HR administrator for school, entity or functional area before forwarding completed application to PDI.
• Recommendation by selection committee (based on program application and structured interview).

Mentor/Mentee Partnership Component:
• Manager must identify a mentor (experienced manager/supervisor with at least five years of service at Duke).
• Mentor nomination will be based on their role in the organization, ability to meet with participants at least once per month, and willingness to participate in required training and check-in sessions.
• Mentors will:
  o Provide guidance on setting and achieving developmental goals.
  o Share insight into building and maintaining effective office relationships.

For more information, please contact the Professional Development Institute at 919-684-5406, by e-mail at pdi@duke.edu or visit our web site at http://www.hr.duke.edu/pdi/