

**Fundamentals of APHIS Human Resource Management for
Probationary Supervisors Course
Application Form**

Name _____ Title _____

Program Unit: _____ Location: _____

Work Address: **(Street address only; do not use Post Office Box numbers)**

Phone Number: _____ Fax: _____

E-Mail address: _____

Your Formal Supervisor's Name: _____
and E-Mail address: _____

Course for which you are applying for:

_____ March 8-12; Web Seminars Feb. 23-27, 2004
***Deadline for application: *Jan. 16**

_____ June 14-18; Web Seminars May 17-21, 2004
***Deadline for application: * April 12**

_____ Sept. 13-17; Web Seminars August 23-27, 2004
***Deadline for application: * July 12**

_____ Nov. 15-19; Web Seminars Oct. 18-22, 2004
***Deadline for application: * Sept. 10**

Check blank if:

_____ You are in a probationary supervisory period.
**(Write in the date your probationary period ends) (1 year from the date that
you started your probationary period) _____**

_____ You want/need "refresher" supervisory training

_____ You are a team leader or "other"

Rate the extent to which the following objectives are most important for you to learn about:

- | | |
|----------------------|-------------------|
| 1- Strongly Disagree | 4- Agree |
| 2- Disagree | 5- Strongly Agree |
| 3- Neutral | 6- Not Applicable |

_____ Describe your role and identify key responsibilities you have, as leader of employees, for effectively managing people in your work unit.

_____ Demonstrate critical communication skills to enhance your interactions with employees.

_____ Describe your responsibility to apply EEO principles in managing human resources.

_____ Identify and locate the required support resources available to you, in order to address your human resource management issues (HR, EAP, Staffs, etc.)

_____ Complete your own personal learning plan to continue your development and to apply what you learned in this workshop to your home situation.

Learn to demonstrate the knowledge and skills to effectively manage and motivate employees using effective:

_____ Position management and classification

_____ Staffing, recruiting, interviewing, and hiring practices

_____ Pay, leave, compensation, and family friendly policies

_____ Performance planning

_____ Coaching to influence performance

_____ Rewards and incentives

_____ Intrinsic motivation tools

_____ Performance and conduct management

_____ Mid and end-of-year appraisals

_____ Employee development planning tools



Briefly describe your greatest supervisory challenge?

Please fill-out the attached FAHRM course application form and fax it to Tanya Briscoe at (301) 734-3153 or e-mail to tanya.c.briscoe@aphis.usda.gov. We will confirm receipt of your application via e-mail within 5 days.