Please complete this form and return to the address listed on the back of this pamphlet, or call (315) 781-3000 to register for the academy.

Name:__________________________________________
Employer:_______________________________________
Employer Address:________________________________
City:___________________________________________
State and Zip:_____________________________________
Daytime Phone:___________________________________
Email:___________________________________________
Fax:____________________________________________
Track 1, Track 2, or Both Tracks______________________
Shirt Size for Academy: _____________________________
Housing Needs? YES NO (please circle one)
Number of nights of housing @$35/day:_______________
Number of lunches @$11/day:______________________

Breakfast and dinner will be the responsibility of each participant. A list of a variety of local restaurants will be provided. Water and light refreshments will be available each day.

The Supervisors Academy fee is $350 for two tracks, or $200 for one track. Payments should be made to: Hobart and William Smith Colleges.

Total Amount Due:_______________________________
Signature:_______________________________________

Partial Academy Topics

What is a supervisor?
New campus safety supervisor skills
Effective communication
Managing conflict
Incident management
Clery Handbook updates
Supervision transition
Incident Command System
Tabletop Exercise
Ethical decision making

Please contact us for a complete list of topics.

HOBART AND WILLIAM SMITH COLLEGES

Campus Safety Supervisors Academy

July 24 - July 27, 2017

Please visit our website for more information
www.hws.edu/studentlife/campsafety_academy.aspx

Department of Campus Safety
300 Pulteney Street
Geneva, NY 14456
Phone: (315) 781-3000
Fax: (315) 781-3022
Email: beattie@hws.edu

Providing leadership and supervisory skills to enhance the effectiveness of patrol supervisors within College and University Campus Safety departments.
First Time Supervisors Track
July 24-25

The Hobart and William Smith Colleges
Campus Safety Supervisors Academy presents
a four-day, competency-based, curriculum
for professionals seeking a comprehensive
understanding of supervision. Officers who
are new to supervision will be provided skills
essential to Campus Safety leadership. The
training provides resources and information
that cover the fundamentals of leadership and
supervising others. Participants will also explore
ethical issues, institutional governance and
relevant theoretical perspectives. The Academy
is strongly recommended for professionals new
to campus safety administration with an interest
in leading and managing a department.

Experienced Supervisors
Track July 26-27

The Academy is also intended for the more
seasoned supervisor with three or more years
of full-time supervisory responsibilities and
experience. This institute is for professionals
seeking a more in-depth exploration into
specific areas of supervision and relevant
topics that managers need to fully understand,
comprehend, and analyze in order to assess
the implications on their department and
institution. Relevant topics are covered as a
tool for supervisors to stay up to date on current
issues within the industry. These topics will
include a Incident Command Command System
tabletop exercise.

The Academy will challenge experienced
professionals to take a more comprehensive
approach to their work, and explore how their
work fits within the larger institutional context.
It will also provide the tools necessary for
establishing and conducting a systematic
assessment of individual campus safety
processes. The Emergency Preparedness topic
offers key insights into critical planning concepts
for their departments and institutions. This
training provides a discussion of best
practices for all student affairs personnel that can
be implemented right away as well as long term.
Finally, the Academy will serve as an opportunity
for professionals to interact, network and build a
rapport with their professional peers offering
participants a group of colleagues who can be
relied on for advice, research, and ideas related to
campus safety.

Expected Learning Outcomes

1. Understand the principles and steps
   associated with supervising others.

2. Demonstrate necessary skill sets to coach,
counsel and evaluate staff.

3. Identify the skills and abilities of those
   you supervise in order to maximize their
   potential.

4. Understand the role of the supervisor in
   protecting the institution and minimizing
   risks on campus.

5. Recognize and account for issues of
   power, privilege, oppression, personal
   bias, preferences of social identity, and
   subjectivity while performing duties.

After a day of training at our Academy,
enjoy the beautiful and picturesque campus
at Hobart and William Smith Colleges
located on Seneca Lake.