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:________________________

A variety of local restaurants will be provided to those who do not wish to partake in the light breakfast provided daily and the two dinners not provided during the week. 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 guidance

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 23 - July 26, 2018

HOBART AND WILLIAM SMITH COLLEGES

Providing leadership and supervisory skills to enhance the effectiveness of patrol supervisors within College and University Campus Safety departments.

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
First Time Supervisors
Track July 23-24

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 25-26

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 an 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.