First Line Supervisory Training for Corrections

The transition from being a line officer to a supervisor requires a specific mind and skill set. The Penn State Justice and Safety Institute (JASI) designed the First Line Supervisory Training for Corrections program to provide the intensive and interactive training needed in order to better manage contemporary corrections environments. Specifically, the three-day First Line Supervisory Training for Corrections program will prepare first-line supervisors to meet the challenge of the “critical shift” into a supervisory position.

This program addresses concepts that will help to enhance supervisory skills at a time when securing maximum employee productivity and ethics is vital. We must now ensure that our work environment runs smoothly inside and outside of the facility, and JASI’s First Line Supervisory Training for Corrections program aims to accomplish this goal. All of our courses are instructed by current practitioners or recently retired executives. Key concepts and topics include, but are not limited to, the following:

- **Key management concepts**
  - Strengths and weaknesses
  - Assessing yourself
- **Flexibility and effective supervision**
  - Leadership and transforming
  - Knowing and developing staff
- **Dealing with problem employees**
  - Four keys to better listening
  - Progressive discipline
- **Motivational theories**
  - Strategies
  - Generation X officers
- **Vital problem-solving skills**
  - Problem-oriented policing
  - Community partnership
- **Decision-making methods**
  - Most effective techniques
  - Systems approach
- **Contingency planning**
  - Identifying the correct people
  - Identifying the correct incidents
- **Performance appraisals**
  - Use as a management tool
  - Causes of effective performance

**Cost:** $390 per person

**Registration:** Complete the enclosed registration form and fax to 814-863-5175, or mail to the Penn State Student Enrollment Services, 301 Outreach Bldg., University Park, PA 16802.

Visit our website at [www.jasi.outreach.psu.edu](http://www.jasi.outreach.psu.edu) for more program information, future training schedules, registration forms, and our police program newsletter.

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