

REGISTRATION FORM	9-1-1 Center Supervisor This is a 3-day course 8:30 A.M to 5:00 P.M.
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Districts may register two individuals for the course. Additional applicants will be placed on a waiting list.

CLASS DESCRIPTION: This course gives new supervisors the skills they need to succeed in their positions. Experienced supervisors leave with updated, refreshed skills that further their careers.

Using a combination of lecture and practical exercises, students learn the supervisor's role in HR, tools to get organized, how to effectively make the transition from line-level to supervisor, how to build and lead a team, supervisor-specific communications, conflict resolution, performance evaluations, stress management techniques, and many other skills and tips for their toolbox.

Please select the date that you are requesting to attend:

SELECT	REGION	DATE	LOCATION	ADDRESS	CITY
	West	May 22-24	Madison County Fire Dept.	2432 Technology Center Drive	Jackson
	East	June 26-28	Kingsport Higher Education Ctr.	300 Market Street	Kingsport
	Middle	July 25-27	Mt. Juliet Police Department	1019 Charlie Daniels Pkwy.	Mt. Juliet
	West	October 11-13	Maury County OEM	1451 Tom J Hitch Pkwy.	Columbia

*****Those attending this class will need to bring a laptop*****

District & Attendee Information

Name: _____ Title: _____

Agency/ECD Representing: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

- I understand that this application must be completed in legible handwriting or electronically and that the information provided within the application may be verified through my employer.
- I understand that reservations for this course will be taken on a "first come, first served basis" and attendance is limited to ___ participants.
- I understand that this class is being hosted and sponsored by the Tennessee 911 Board, which will provide the class registration fee. Attendees will be expected to cover the cost of travel, meals, and lodging, as needed.
- I understand that the Tennessee 911 Board reserves the right to charge me or my employing district registration costs, if I exhibit detrimental behavior during the course of events associated with the class I am registering for and may be barred from participating in any future classes sponsored or hosted by the Tennessee 911 Board.
- I understand if I register for the class and fail to attend the Tennessee 911 Board reserves the right to charge me or my employing district the course registration fee. Extenuating circumstances may be considered on a case-by-case basis. The deadline for cancellation is 10 days prior to the start of class.

X _____

E-MAIL application to: TN.ECB@tn.gov

Applicant Signature