

HOW TO APPLY: Complete the special Super U application by visiting:

<http://doclib.cityweb.gov/docs/Human%20Resources/Training/EmployeeDevelopment/COT-SuperUApplication.pdf>

Being a supervisor can be difficult. You have a lot of responsibility and are usually given very little training in supervising and dealing with people. The City of Tulsa is now offering a new supervisory development program called “**Super U**” designed to change all of that. This six-month program (approximately two sessions per month) is designed to help you develop your skills as a supervisor and arm you with the tools to become an effective team leader.

In **Super U**, you will gain knowledge and skills in:

- Transitioning from a front line employee to supervisor
- Basics of budget development/control
- How to coach your employees and inspire career development
- Communication and managing relationships with your employees and managers
- Generational differences of our employee base
- General safety topics and concerns;
- City of Tulsa policies; discipline and leave issues, PPRs, etc.

This program is designed for employees who are currently in a supervisory position and will be offered each year. Applicants will only need to submit their application one time as all applications will be kept on file for future selection (no need to reapply if you did so last year). Don't let this great opportunity pass you by – apply to **Super U**!

Completed applications and all attachments should be presented to the Employment Office – OTC 2nd floor by 5 p.m. November 14, 2014. Late applications will not be considered.