

2017 WV Division of Personnel-Organization and Human Resource Development Cohort Application

Application Deadline: October 31, 2016 (signed letter from supervisor MUST be included)

First Name _____ Last Name _____

Last 4 SSN OR Employee # _____

Department _____ Agency _____ Section _____

Phone _____ Cell Phone* _____

Email _____

Signature** _____

Supervisor Name _____

Supervisor's Signature** _____

Cohort uses REMIND to send texts about important class information (last minute cancellations, venue change, etc.) By providing a cell phone number above, you will be automatically enrolled. Please check this box if you **DO NOT wish to receive texts from OHRD.*

***By signing this form, you commit to full participation and attendance at ALL class sessions and acknowledge WV DOP-OHRD reserves the right to remove participants that do not meet the Cohort program participation/attendance requirements. Additional attendance information can be found at: www.personnel.wv.gov/OHRD/Learning.*

2017 Dates

January 10	Orientation Webinar
January 24-26	Supervising for Success II: Critical Skills for New Supervisors
February 1-22	Employee Performance Appraisal: The Foundation for Performance Management (Online)
March 16	Discipline & Documentation/Managing & the Law (Blended)
April 1-22	The Drug-Free Workplace (Online)
April 1-22	Preventing Harassment: A Shared Responsibility (Online)
May 5	Special Topic: Employment Law (Webinar)
May 17	Workplace Safety: Your Responsibility
June 22	Attendance Management
August 16	Navigating Difficult Conversations
September 7-8	Conflict Management
October 12	Leading Change in Turbulent Times
November 14-16	Supervising for Success III: Leadership Essentials

Send to:

Kim Schleicher (kim.a.schleicher@wv.gov)
Capitol Complex, Bldg. 6, Rm. 456-B
Charleston, WV 25305

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