



## **DVPLT Scholarship Opportunity**

In partnership with the Bucks County Police Training Center, the Delaware Valley Property & Liability Trust (DVPLT) is pleased to offer up to 20 full scholarships (limit two scholarships per member entity) for the following course:

**First-line Supervision**  
**Thursday, April 19, 2018**  
**8 a.m. to 4 p.m.**

**Location: Bucks County Police Training Center**  
**(CLEE 8 Credit Hours)**

**Please see the attached seminar description and registration information.**  
**Note: You must register directly with the vendor.**

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### **Scholarship information:**

The Delaware Valley Property & Liability Trust (DVPLT) is offering up to 20 full scholarships for this training to DVPLT members (limit 2 scholarships per member entity).

### **How to Claim a DVPLT Scholarship:**

- 1) DVPLT members should first contact the Trust to confirm availability and reserve your scholarship by emailing Carol Bigham at [cbigham@dvtrusts.com](mailto:cbigham@dvtrusts.com) or calling (267) 803-5720.
- 2) Next, register **directly with the training vendor** (see attached) as provided by the Bucks County Police Training Center.
- 3) After completing the course, forward proof of completion and payment to [cbigham@dvtrusts.com](mailto:cbigham@dvtrusts.com) or fax (267) 803-5770.
- 4) Upon approval, DVPLT will issue a reimbursement check for the value of the scholarship (up to two per member entity).

DVPLT Scholarship questions? Please call Carol Bigham (267) 803-5720.

# Training Bulletin



## Bucks County Police Training Center

*Presents*

**Van Meter & Associates, Inc.**

***First-line Supervision***

**THURSDAY, APRIL 19, 2018**

**0800 TO 1600 HRS**

***SEE VAN METER REGISTRATION FORM FOR TUITION***

This course takes the position that the responsibility for quality-control enforcement in an organization depends on the loyalty and abilities of its first line supervisors. *Effective supervisors are those that know when to motivate, when to lead, when to discipline, when to be subordinate, and when to just get out of the way.*

### **Performance Benefits**

- Learning to motivate people
- Learning how to deal with daily conflict
- Learning how to balance supervision and friendships
- Learning to lead by example
- Improve supervision skills to become a better leader

### **Attendees are taught:**

- The legal and fiduciary responsibilities of a first-line supervisor
- How to build a positive Supervisor-to-Subordinate relationship
- How to apply basic principles of employee motivation, leadership & performance management to day-to-day performance problems
- How to establish accountability with the difficult employee
- How to conduct a Problem-Solving conference and document a plan for performance improvement
- How to complete a Critical Incident Report that documents an employee's performance problem

***Students receive a class outline, model forms, rules, and certificate of attendance.***

***~ Class size is limited, please register early ~***

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*Van Meter & Associates, Inc.*  
800-331-8025 Fax: 614-451-8905

**To Register: [www.vmanet.com](http://www.vmanet.com)**