



USDA - Animal and Plant Health Inspection Service

Marketing & Regulatory Programs Business Services (MRPBS)

## Training Announcement

### SO YOU THINK YOU WANT TO BE A SUPERVISOR? (SYT)

**Target Audience:**

Participants in this seminar should be APHIS employees who are considering moving into supervisory positions or career tracks that would require supervision of others.

**Description:**

The SYT workshop is designed to help participants become aware of the rewards and benefits supervisors face, as well as, the challenges and issues. The decision to become a supervisor is important for both APHIS and the individual. Ram Charan, in his book The Leadership Pipeline, makes it clear that this transition up the leadership ladder is by far the most challenging as it requires a fundamental shift in the way you think about work. You move from getting work done by and getting satisfaction from your own efforts to getting work done by and getting your work satisfaction through the efforts of others. Our goal is to provide you with the necessary background to make an informed decision. Find out if supervision is in your future!

**Competencies Addressed:**

Continual Learning, Human Capital Management, Accountability, Conflict Management, Leveraging Diversity, Developing Others, Interpersonal Skills

**Course Dates and Locations:** The following four courses are now available for registration:

<b>Date</b>	<b>Location</b>	<b>Registration Deadline</b>
February 16 – 17, 2011	Riverdale, MD	January 30, 2011
April 5 – 6, 2011	Ames, IA	March 31, 2011
June 7 – 8, 2011	Raleigh, NC	May 27, 2011
August 16 – 17, 2011	Ft. Collins, CO	July 22, 2011

**Course Hours:** 8:00 a.m. to 4:30 p.m.

**Cost:** Tuition is funded by APHIS Training and Development and includes all learning resources. Travel and per diem are funded by your program. Please try to attend the course closest to your duty station to minimize APHIS' travel costs.

**Selection Notification Process:** We will email SYT selection approvals *after* the application deadline expiration date. Please keep this in mind as rosters tend to fill very quickly. Selections are made on a first-come, first-served basis. In order to be registered for the SYT course, your supervisor must approve your AgLearn application. Once approved, you will be enrolled and course specific information will be forwarded directly to you. Note: SYT courses must meet USDA's travel approval process and may be cancelled due to non-approval.

**Cancellation Policy:** If you are unable to attend, please inform April Jackson as soon as possible. SYT seminars generally have large waitlists and this will provide others the opportunity to attend the course.

**Point of Contact:** If you have any questions, please contact:

April Jackson, at 301-734-5219/email [april.n.jackson@aphis.usda.gov](mailto:april.n.jackson@aphis.usda.gov), or  
Todd Sazdoff, at 612-336-3304/email [todd.sazdoff@aphis.usda.gov](mailto:todd.sazdoff@aphis.usda.gov)

### **Registering For the SYT Seminar *Job Aid***

All application and registration procedures will be handled via AgLearn. For additional information on the application, enrollment, course administration or other questions please contact Todd Sazdoff at 612-336-3304 or [todd.sazdoff@aphis.usda.gov](mailto:todd.sazdoff@aphis.usda.gov).

#### **Application Instructions for the SYT Seminar**

- ✓ Log-in to AgLearn using eAuthentication user ID and Password
- ✓ Locate the *Search Catalog* field in the upper right of the screen
- ✓ Type, "So You Think" in the *Search Catalog* field
- ✓ Click on the *Go* button to the right of the field
- ✓ The Search Results screen will come up
- ✓ Select the *Exact Phrase* box to the right of the *Keywords* field
- ✓ Click on the *Search* button
- ✓ "So You Think You Want To Be A Supervisor" appears in the Search Results screen
- ✓ Click on the blue arrow to the left of the title
- ✓ Offerings appear below the title, find the course date and location you desire
- ✓ Click on the *Register* button

- ✓ The following warning appears:

The scheduled offering requires supervisory approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.

- ✓ Click on the *Register* button
- ✓ **Do you wish to proceed?**
- ✓ Click on the *Yes* button (if your supervisor concurs with your participation)
- ✓ The Registration screen appears
  - Note:** Your supervisor's name should appear when you click on the (Show All) link to the right of Supervisor Level 1 in the Approvers column – if not you need to update your profile screen identifying your current supervisor
- ✓ Click on the *Confirm* button
- ✓ The Registration Complete screen should appear with your status of pending

Once you have registered, AgLearn will send an automated message to your supervisor requesting approval. In order for you to be assigned the course your supervisor must grant approval by responding to the message. We would encourage you to talk with your supervisor prior to registering to assure approval, and to let them know once you have registered, participation will be pending approval through the AgLearn system.

Course specifics and completion instructions for the self-assessments will be sent to participants as the rosters are finalized.