

August 24, 1999

MEMORANDUM

TO: Senior Continuing Education Administrators

FROM: Chuck Barham

SUBJECT: **Supervising For Success** Instructional Materials

Accompanying this correspondence, you will find two copies of the **Supervising For Success** instructional materials. The unbound copy is provided for duplication. The curriculum is intended to be used by continuing education instructors who are teaching supervisors of new and entry-level employees the skills and strategies to be successful in their jobs. While the target audience of this project is front-line supervisors of employees who obtained employment as a result of the North Carolina Work First initiative, the instruction would be appropriate for any supervisor of entry-level workers.

The materials include an Instructor Guide and a Student Guide with references and resources. Transparencies and additional handouts can be made from these materials. For more information on the instructional package, please see the Introduction and Table of Contents.

This project resulted from a request of the Governor's Work First Business Council and the project leaders are Pamela Hilbert of Wake Technical Community College (WTCC), Jeanie Moore of Rowan-Cabarrus Community College (RCCC), and Clarence Smith of Cape Fear Community College (CFCC). The instructional materials were written by Isobel M. Charlton, Director of Corporate Training, CFCC; MaryLu Garrison, Recruiter/Retention Specialist, WTCC; and Stacey George, Instructor Job Developer, RCCC.

During the course development phase, the Governor's Work First Business Council members were briefed on the project and provided an opportunity for content input. Recommendations from the Council membership have been

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incorporated into the instructional materials. You are encouraged to learn more about the Council by visiting the Department of Commerce website (<http://ncworking.state.nc.us/council.htm>). Council members and their workplace associates are being encouraged to contact the Senior Continuing Education Administrator at individual community colleges to discuss training opportunities. Please explore training options with your local Department of Social Services, local Employment Security Commission Office, and local employers who have hired or anticipate hiring Work First clients.

There will be a presentation at the North Carolina Community College Adult Education Association (NCCCAEA) Fall Conference on these materials. This project is a wonderful example of collaboration by an outstanding group of continuing education professionals. A special note of appreciation is extended to the above listed individuals. Their progressive attitude and hard work reflect great credit on their college, the Community College System, and themselves.

Enclosures

CB/sth

c: H. Martin Lancaster
Steve Scott
Presidents