



Public Works Supervisor Program
Public Works Institute Program

Outline and Application Guide



Program Information

The Public Works Supervisor (PWS) program was designed so that employees can gain the necessary skills, education, and experience to advance in management capacity. By the time members reach their Level III status, they should have an in-depth understanding of - and demonstrable skill in - crisis management, planning, and regulations and safety.

The Alberta Public Works Association recognizes that individuals from across Alberta each have unique challenges with respect to accessing quality training. As such, the PWS program has been re-designed to accommodate these challenges. One of the key elements of the Public Works Supervisor program is the flexibility the program has to recognize both Alberta Public Works Association courses and courses accrued through post-secondary or alternative training opportunities.

In 2008, the Alberta Public Works Association and NAIT partnered to provide the Public Works Institute. This institute program is a key element in the Public Works Supervisor program and will provide focused leadership and management training for individuals in the public works industry.

Program Guidelines

The two basic requirements to achieving a level of recognition are **Work Experience** and **Technical Training**. In an effort to remain flexible and responsive to the public works community, the Alberta Public Works Association has developed a number of different ways to achieve recognition.

Fast Track - Alberta Public Works Association: Public Works Institute/Course Electives

The Institute is a total of 3, 4-day weeks (non consecutive) of training and focuses specifically on leadership and management skills. Pre-post secondary experience is NOT required. Upon completion of any PWI level, management or technical electives, participants will receive a certificate of participation from NAIT and the Alberta Public Works Association. Upon completion of the first two institutes and 6 of any of the management electives, participants will receive a certificate from NAIT for the Supervisory Development Program.

Each level requires **150 work experience units (EU's)** and **150 skills training units (TU's)**. These are defined as follows:

- 1 Work Experience Unit (EU) = 1 week of supervisory work experience
- 1 Technical Training Unit (TU) = 1 hr. of PWS Program seminar/course training

In order to receive recognition for the Public Works Supervisor Program, participants of the Public Works Institute must complete all three levels of the institute and additional hours of training to receive a Level 1, 2 or 3 of the PWS program.

Independent Study

The Public Works Supervisor program was founded using the following formula. This approach is best suited for participants who have post secondary training or who have accrued a number of courses throughout their career.

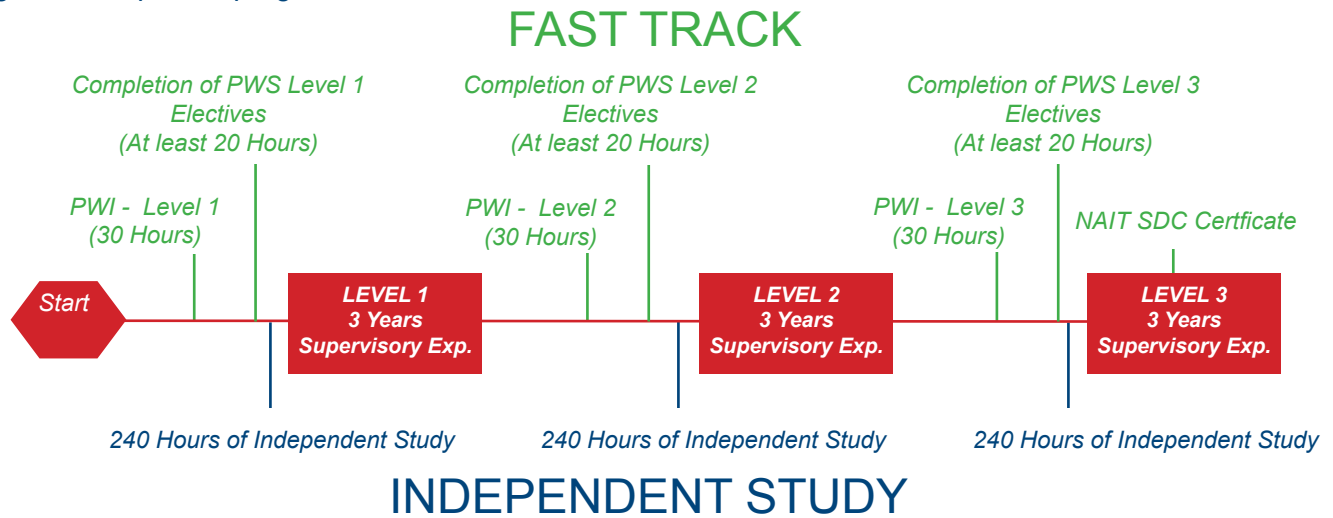
Each level requires **150 work experience units (EU's)** and **240 skills training units (TU's)**. These are defined as follows:

- 1 Work Experience Unit (EU) = 1 week of supervisory work experience
- 1 Technical Training Unit (TU) = 1 hr. of seminar/course training. Participants with a diploma or a degree will be granted - upon review - 537 education credits.

The Public Works Supervisor Program will consider applicants for "grandfathering". The committee will examine (on an individual basis), specialized educational achievements and experience. Depending on years of experience, applicants can be grandfathered to Level III.

How does it all fit?

The Public Works Institute (PWI) was developed in response to member requests for a directed leadership and management training program. The Public Works Institute is part of the existing Public Works Supervisor (PWS) Program and serves as a 'fast track' for employees who do not have access to - or to supplement - an existing leadership skills program.



Level 1 - Suggested Courses/Focus Areas

Recommended Basic Electives

- Role of the Supervisor
- Effective Leadership Skills

Recommended Management Electives

- Diversity in the Workplace
- Financial Administration for Non-Finance Staff

Recommended Electives

- Introduction to Project Management
- Leadership in Safety Management
- Introduction to the Public Works Process

The focus of this level is on the **Emerging Leader**. Employers may recognize an individual with an aptitude for supervising others and projects and would like to prepare this individual for a management career. Individuals may be in consideration for an entry level management position OR are serving in that role currently. These courses provide basic management fundamentals and are the corner stone of our additional education offerings.

Level 2 - Suggested Courses/Focus Areas

Recommended Basic Electives

- Effective Communication Skills
- Human Resources Management

Recommended Management Electives

- Time & Stress Management
- Increasing Productivity & Improving Employee Work Habits
- Employee Relations
- Managing Change

Recommended Electives

- Business Law & Legal Issues
 - NAIT Emergency Management Certificate Program
- The PWS Program will grandfather EM certificate holders to Level 2 CEU*

The focus of this level is on the **Manager**. Individuals may be in consideration for an mid-management position OR are serving in that role currently. These courses provide basic management fundamentals and will prepare the individual for Level 3 of this program.

Level 3 - Suggested Courses/Focus Areas

Recommended Basic Electives

- Motivating & Coaching for Improved Performance
- Delegating Effectively & Developing Teamwork

Recommended Management Electives

- Conducting Interviews & Meetings
- Labour Relations
- Problem Solving and Decision Making

Recommended Electives

- NAIT Emergency Management Diploma Program
- The PWS Program will grandfather EM diploma holders to Level 3 CEU*

The focus of this level is on the **Senior Manager**. Individuals may be in consideration for an upper level management positions OR are serving in that role currently.

Prior to applying, applicants **MUST** complete the application form in its entirety. Incomplete application forms will be returned to the applicant. You must provide:

- Signed verification of your operating experience from your supervisor.
- Details of your continuing education hours, including date and time (length) of each course.
- Details of your continuing education courses. This includes topics covered and primary objectives of the course. For applicants who have a public works designation from a post-secondary institute, please include your syllabus or proof of professional designation.

Scholarships

Emergency Management Certificate & Diploma Programs

The Alberta Public Works Association is pleased to provide \$1500 yearly in scholarships for members who wish to enrol in the NAIT Emergency Management Certificate(\$500) & Diploma (\$1000) programs. Individuals who complete their certificate or diploma will be grandfathered to level 2 or 3 CEUs.

PWS Courses & Seminars

The Alberta Public Works Association is pleased to provide \$1000 yearly in scholarships for members who wish to enrol in the PWS program courses and Seminars programs.

For more information, visit us online at www.publicworks.ca/awards.htm

Alberta Public Works Association

www.publicworks.ca

403-990-APWA

Application Form

Name: _____ email: _____

Employer: _____ phone: _____

Address: _____

Invoice required Invoice to P.O.: _____ Total Payment (please add GST:)
(GST #12356 - 5426)

Credit Card: _____ exp: _____ ccv: _____

Registration Fee: **\$100 (One time Fee)** Application Review **\$50**

Certification request:

Level 1 Level 2 Level 3 Grandfathering

Additional Information:

Process:

Your application MUST be compiled in the following order:

- Application Form
- Supervisor's Letter
- Education Certificates (independent Study)
 - **Communications - Professional & Technical**
 - **Community Service/Customer Orientation Skills**
 - **Disaster Management & Response**
 - **Finance**
 - **Law - Contracts**
 - **Law - Legal Issues, Liability, Risk Management**
 - **Leadership & Supervision**
 - **Project Management**
 - **Workforce Development & Management**
 - **Workplace Safety**
- Education Certificates
 - **Post Secondary, Specialized Training etc.**

The PWS program committee will review applications on a per applicant basis.

Please provide at least 2 weeks for review.

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