

Supervisor Statement of Support

Please carefully read and sign the following *Supervisor Statement of Support*.

If selected to participate in the Certificate for Advanced Leadership & Management Program, the applicant will be expected to make his/her participation in all aspects of this program including pre-session assignments, session attendance and project team work a priority.

In order to support the applicant's success in the program, I agree to the following:

- Enable the applicant to fully participate by not introducing meetings, deadlines, or other job activities that present conflicts with the program sessions.
- Support the applicant in his or her efforts to participate in project team meetings which may require some time during the traditional workday.
- Provide guidance and advice to the applicant as needed with regards to the team project.
- Provide opportunities for discussion and debriefing related to the program content.

All costs associated with the program delivery are funded by Human Resources Services. While the program costs are covered, the department must allow the applicant release time to participate in scheduled sessions. I understand that the applicant may be ineligible to complete this program if he/she misses more than two sessions of the program, and my department may be assessed an administrative fee not to exceed **\$1,500**. A "session" is defined as any full-day classroom session or portions thereof equaling two days of classroom time.

The applicant and I have discussed his/her participation in this program and I believe this opportunity will be beneficial to the applicant's management and leadership development. I support and will help ensure this applicant's full participation in this program.

Supervisor's Signature

Date