



Application – Fundamentals of Supervision Cohort FY27

Instructions: Please complete this application with your supervisor's approval and signature. Send a scanned copy to richard.forrest@montgomerycollege.edu **no later than Thursday, January 21, 2027**. When accepted into the program you will receive Outlook Calendar invitations for each class and be asked to register in Workday.

Name: _____

Title: _____

Department: _____

NOTE: It is not necessary to supervise any employee to apply but you must obtain supervisory consent and signature of this form for acceptance to the program.

Class dates, times and location:

Orientation to Supervision and Leadership	January 27	8:45 am – 4:15 pm	MK 122
Making the Shift to Supervisor: Agility, Teamwork and Culture	February 10	1:00 pm – 4:15 pm	MK 122
Debrief	February 12	8:45 am – Noon	Zoom
MS Apps – the Essentials	March 3	1:00 pm – 4:15 pm	MK 122
Intercultural Conflict and Communications	March 24	8:45 am – Noon	Zoom
Trust, Feedback and Coaching	April 6	1:00 pm – 4:15 pm	MK 122
Critical Thinking and Problem-Solving in Diverse Teams	April 14	8:45 am – noon	MK 122
Defining the Work, Delegating and Decision-Making	April 28	8:45 am – Noon	MK 122
Make-up Day (if needed)	April 29	8:45 am – Noon	Zoom
Debrief	May 5	8:45 am – Noon	Zoom
Getting Things Done Right	May 26	8:45 am – 5:00 pm	Zoom
Final Check-In	June 9	8:45 am – Noon	MK 122
Final Project Presentations	June 25	8:45 am – 5:00 pm	MK 122

Additional Requirements

- Attendance on January 27 is mandatory. Do not apply if you cannot attend that date.
- Participants are expected to complete homework, and engage in critical discussions.
- Classes are a combination of Zoom and on-site training at MK 122 in Rockville
- A final project is presented on June 25.

Please write a statement (minimum 50 words) explaining why you would like to participate in the FuS cohort. Please identify your current role and list any relevant experience in management or working outside of the United States.

By applying to this cohort, I acknowledge that I am committed to attend and agree to participate fully in all sessions.

Applicant's Signature:		Date:	
Printed Name			

By signing this form, I support this employee's full participation in this cohort program as per dates and commitments listed above.

Supervisor's Signature:		Date:	
Printed Name:			