

# LETTER OF COMMITMENT

## 2019 UNIVERSITY OF NOTRE DAME FRONTLINE SUPERVISION PROGRAM

### Program Overview

The University of Notre Dame is committed to training ALL staff who supervise others to ensure a professional and values-based approach to leading people. To this end, Frontline Supervision (FLS) is a certificate program designed to develop the skills necessary to lead at the frontline of supervision at the University. Learning methods include case studies, small and large group discussions, and practice exercises. The program consists of eight sessions that offer maximum “how-to” skills which can be applied immediately on the job. The program begins with a kickoff, which is a pre-program orientation to understand responsibilities in reinforcing the competencies taught in the program, and culminates with a series summit where participants will present their capstone projects.

### Co-requisite and Attendance

Participants must have attended “ND Essentials for Managing People” workshop prior to, or during the FLS program. Participants must attend all eight sessions, the Summit, and have completed the co-requisite to receive a certificate of completion. Participants **and** their managers are required to attend the series kickoff. Participants are also expected to attend the series summit. The participants’ managers are invited back for the closing reception immediately after the summit.

### Participant Commitment

*Participant, please read the following, then sign and date below to indicate your agreement.*

My signature below indicates that I have reviewed the program dates and times, and that I will plan my regular work-related commitments, professional conferences, and vacations in advance so they do not conflict with session dates. I am committed to upholding the program requirements, and understand that my continued enrollment in the program will be based on attendance at every scheduled session, including the series Summit. I understand that my department will be charged \$100 for any unexcused absences for a maximum of **two (2)** absences. I understand that more than two absences will result in my withdrawal from the program, and a charge of \$300 to my department to cover the cost of time and resources.

**FLS Participant’s Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### Manager Commitment

*Manager, please read the following, then sign and date below to indicate your agreement.*

My signature below indicates that I understand that the participant’s commitment to the program includes attending instructor-led classes and additional time that may be required to complete any course-related work such as completing self-assessments and/or pre-work. I understand the participant’s continued enrollment in the program will be based on attendance at every scheduled session, including the series Summit, and that my department will be charged \$100 for any missed sessions due to an unexcused absence. I also understand that my department will be charged a \$300 late cancellation fee if the participant withdraws from the program after it has begun.

**FLS Participant’s Manager’s Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_