



CONTINUING EDUCATION

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DELEGATION : IMPROVING SUPERVISOR SKILLS: ROCE 8107

Course Length: 2 hours, self-paced

CEUs Awarded: 0.2 CEUs

Endorsements: Satisfies Tennessee POST (Police Officer Standards Training) in-service requirements

Overview:

This course addresses critical management skills involved in delegation. It examines one critical area of management training: delegation or getting work done through others. Delegation is presented in this course as an effective work tool for law enforcement by emphasizing basic delegation practices and procedures. The course discusses the theory of delegation, the five step delegation model, practical implementation approaches, employee empowerment and using delegation as an effective management tool.

Target Audience:

This course is designed for any Tennessee Law Enforcement Officer who must attend annual in-service training. While many law enforcement officers have initial management training, finding time for additional management training is difficult for promoted supervisors in small- and medium-size agencies.

Career Outlook and Benefits:

According to the Bureau of Labor Statistics, Tennessee Department of Labor, the median income for first line supervisors/managers of police and detectives is \$53,420. A large number of Tennessee law enforcement officers work for small- to medium-size agencies. Within these agencies, devoting a week to in-service training where each officer is taken away from his normal duties causes significant problems in maintaining staffing levels, budgets, and in general, providing adequate public safety to the citizens of Tennessee. The delivery of in-service training via Regents Online Continuing Education assists law enforcement administrators in fulfilling their duty to the public, while providing the individual officer with quality training that meets state mandated training requirements.

This course is a 2-hour component of a 32-hour in-service online self-directed program for law enforcement officers in the state of Tennessee. The course can be taken independently or as part of an approved curriculum to satisfy Tennessee POST (Police Officer Standards Training) in-service requirements.

Hardware & Software Requirements:

You will need the following: Computer with Internet access, the ability to use Microsoft Word '98 version or higher, web navigation skills and email skills.

Textbook Requirements: No textbooks are required. All reading and reference material will be supplied in the course.

Course Dates: Course can be taken anytime between Jan. 1 - May 31, 2011

Registration Dates:

Open enrollment from Jan. 1 - May 31, 2011

Course Fee: \$36

Payment: Cash, Mastercard or Visa Credit Card, Check, Money Orders accepted



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REGENTS ONLINE CAMPUS COLLABORATIVE

Regents Online Continuing Education 2011 Spring Semester Schedule



Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2011 Session Dates	Course Fees	Registration Window
Business							
SHRM Learning Systems®	2502	Scheduled	3.5	Roderick Fox	Feb 7 - May 6	\$1,199	Dec 1 - Feb 3
CPS® & CAP® Review							
Certified Professional Secretary® Review Course: Office Administration	2101	Scheduled	2.5	Debbie Green	Feb 7 - Mar 28	\$200	Dec 1 - Feb 3
Certified Professional Secretary Review Course: Office Systems & Technology	2102	Scheduled	2.5	Debbie Green	Jan 10 - Feb 21	\$200	Dec 1 - Jan 6
Certified Professional Secretary Review Course: Management	2103	Scheduled	2.5	Debbie Green	Mar 7 - Apr 25	\$200	Dec 1 - Mar 3
Certified Administrative Professional	2104	Scheduled	2.5	Debbie Green	Mar 7 - Apr 25	\$200	Dec 1 - Mar 3
Law Enforcement							
Case Management: Documenting a Criminal for Prosecution	8104	On Demand	0.2	Donald Drewry	Jan 1 - May 31	\$36	Jan 1 - May 31
Media Relations for Law Enforcement	8105	On Demand	0.2	Donald Drewry	Jan 1 - May 31	\$36	Jan 1 - May 31
Miranda Rights Review	8106	On Demand	0.1	Donald Drewry	Jan 1 - May 31	\$18	Jan 1 - May 31
Delegation: Improving Supervisor Skills	8107	On Demand	0.2	Donald Drewry	Jan 1 - May 31	\$36	Jan 1 - May 31
Law Enforcement Supervision: Principles of Management	8108	On Demand	0.4	Donald Drewry	Jan 1 - May 31	\$72	Jan 1 - May 31
Homeland Security/Emergency Management for Law Enforcement	8501	On Demand	0.2	Donald Drewry	Jan 1 - May 31	\$36	Jan 1 - May 31
Nursing/Healthcare							
Antibodies Identification	5801	On Demand	1.0	Eleanor Jator	Jan 1 - May 31	\$180	Jan 1 - May 31
Basic EKG	5202	On Demand	1.5	Pam Taylor	Jan 1 - May 31	\$132	Jan 1 - May 31
Intro to Radiology	5702	On Demand	1.5	Tom Bukoskey	Jan 1 - May 31	\$132	Jan 1 - May 31
Differential Diagnosis	5703	Scheduled	1.5	Natalie Housel & Ed Raynes	Apr 25 - Jun 6	\$132	Dec 1 - Apr 21
Dosage Calculations for Nurses	5211	On Demand	3.6	Pat Roark	Jan 1 - May 31	\$288	Jan 1 - Mar 11
Allied Health Math Assessment	1501	On Demand	3.0	David Burks	Jan 1 - May 31	\$240	Jan 1 - Mar 11
Human Resources							
HR Management Certificate	2503	On Demand	3.0	Susan Jones	Feb 7 - May 31	\$540	Dec 1 - Feb 7

NOTE: You must pre-register for scheduled courses during the registration window and complete them within the session dates window. You can register for and complete on demand courses any time during the registration window.

Follow these easy steps to register for your online continuing education course!

1. Go to <https://roce.tbr.edu/profiles1.asp>
2. Enter Student ID and Date of Birth
3. Click Next Step
4. Input your Personal Information
5. Click Continue to Step 2
6. Click on the dropdown box to pick a course
7. Click on the dropdown box to select a granting institution
8. Click Add
9. Click Confirm and Proceed
10. Select whether you choose to pay online or pay on campus