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The Security Supervisor Training Manual
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Worker Project Supervisor's Training Manual
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Supervisor Training Manual Training
Supervisor's Handbook for Managing Group
Homes Site Supervisor Training Manual

*Training Supervisor's Handbook for Managing Group Home A Manual for Evidence-Based CBT Supervision The Security Supervisor's Field Training Manual Training Unit Supervisor's Manual Alcohol and Drug Abuse Policy Supervisor Training Manual Correctional Employees Training Manual: Supervision techniques in State correctional service A Manual for Evidence-Based CBT Supervision More Production Through Training Correctional Employees Training Manual: Supervision of correctional officers in State correctional service Clinical Supervisor Training Supervisor's EEO Training Manual Supervisor's Employee Training and Development Survival Handbook Behavior Modeling - Trainee Manual Supervisor's Guide Security Supervision and Management LEVEL 3 HOSPITALITY SUPERVISOR - FOOD AND BEVERAGE SUPERVISOR/BAR SUPERVISOR The New Supervisor's Survival Manual *Staff Development, the Supervisor's Job**

The International Foundation for Protection Officers (IFPO) has for many years provided materials to support its certification programs. The current edition of this book is being used as the core text for the Security Supervision and Management

Training/Certified in Security Supervision and Management (CSSM) Program at IFPO. The CSSM was designed in 1988 to meet the needs of the security supervisor or senior protection officer. The book has enjoyed tremendous acceptance and success in the past, and the changes in this third edition, vetted by IFPO, make it still more current and relevant. Updates include 14 new chapters, 3 completely revised chapters, "Student Performance Objectives" in each chapter, and added information on related resources (both print and online). *

Completion of the Security Supervision and Management Program is the initial step toward the Certified in Security Supervision and Management (CSSM) designation * Over 40 experienced security professionals contribute chapters in their area of specialty * Revised throughout, and completely updated with 14 new chapters on topics such as Leadership, Homeland Security, Strategic Planning and Management, Budget Planning, Career Planning, and much more. * Quizzes at the end of each chapter allow for self testing or enhanced classroom work Security companies and officers differ about as much as their clients. This IASP training program must be fitted to the needs

of individual companies and officer. This basic manual must continually be revised to meet changing times. Thus, the manual has deliberately been left "loose" in some areas to allow for a variety of applications and innovations by different security companies. Presents an overview of the ISO 9000 Series Quality Standards, their purposes and the general procedures a business can follow in order to achieve registered certification. The effectiveness of CBT depends on the quality of the supervision and training that is provided to its practitioners. A Manual for Evidence-Based CBT Supervision is intended to significantly strengthen the available resources for training and supporting CBT supervisors. The authors drew on the insights of many accredited CBT supervisors to develop the guidance, and the work is built firmly on an evidence-based approach. This manual will also be useful for individual supervisors and to those who support and guide trainers and supervisors (e.g., peer groups, consultants, managers, administrators, training directors), as the authors include training supervision guidelines and training materials (e.g., video clips, guidelines and PowerPoint slides). In summary, this manual provides

critical guidance in a number of areas: Training resources and evidence based guidance to individual supervisors in a continuing education/professional development workshop format Criteria and guidance (including measurement tools and competence standards) to support the certification of supervisors Assisting in a "train the trainers" approach suitable for agency or organization-based training of supervisors Coaching and training supervisors and supervisees remotely, through supplementary materials and an interactive website Completion of the Security Supervisor Program is the initial step towards designation as a Certified Security Supervisor (CSS). This volume, written by 30 of the industry's leading security supervisors, authors, educators, and consultants is a complete source of training information for the aspiring security supervisor. It will improve knowledge about the diverse critical issues affecting today's security professional including personnel selection, quality control, outsourcing, etc. Written for the International Foundation for Protection Officers' Security Supervisor Program, this book will guide the security professional to

a complete mastery of leadership skills. Serves as course text for the Certified Security Supervisor (CSS) program from International Foundation for Protection Officers. Includes the most up-to-date issues facing security supervisors such as cultural diversity, quality control, and professional ethics. A complete training manual for security supervisors which covers skills essential to becoming an effective manager. "This interactive program ... provides a thorough foundation for practice as a supervisor. The CD-ROM includes more than 65 video vignettes to illustrate supervision approaches and techniques, while the accompanying training manual accents and personalizes the experience."--Training manual. Ce guide du superviseur se veut un outil permettant une évaluation des connaissances acquises par les candidats pour les postes de gestionnaires de résidences de groupe en conformité avec le programme Managing Group Homes. This Trainee Manual is designed to be used in conjunction with an instructor-directed program based on material in Behavior Modeling Training for Developing Supervisory Skills: Instructor Manual, by the same author. Behavior-modeling training is a form of skill-

development training that is distinguished by the manner in which it integrates “knowledge about” and “experience with.” Both of these elements are essential for effective skill training. To illustrate: think of what we must do to master some skill, such as dancing, driving a car, or making a presentation. We must go beyond merely reading about, hearing about, or observing the techniques involved—we must add guided practice, feedback, and adjusted practice. Various sets of learning points—learning-point modules—have been developed for various training needs; such as, for Delegating Work, Handling a Complaining Employee, Handling Insubordination, Giving Recognition, Conducting a Performance—Review Interview, Mediating Between Conflicting Individuals, and so on. Examples of these, along with procedures for developing new modules, are presented in the Instructor Manual Your initial training will utilize two modules for Dealing With an Individual Performance Problem. The effectiveness of CBT depends on the quality of the supervision and training that is provided to its practitioners. A Manual for Evidence-Based CBT Supervision is intended to significantly strengthen the

available resources for training and supporting CBT supervisors. The authors drew on the insights of many accredited CBT supervisors to develop the guidance, and the work is built firmly on an evidence-based approach. This manual will also be useful for individual supervisors and to those who support and guide trainers and supervisors (e.g., peer groups, consultants, managers, administrators, training directors), as the authors include training supervision guidelines and training materials (e.g., video clips, guidelines and PowerPoint slides). In summary, this manual provides critical guidance in a number of areas: Training resources and evidence based guidance to individual supervisors in a continuing education/professional development workshop format Criteria and guidance (including measurement tools and competence standards) to support the certification of supervisors Assisting in a "train the trainers" approach suitable for agency or organization-based training of supervisors Coaching and training supervisors and supervisees remotely, through supplementary materials and an interactive website Moving up to a supervisory position should be cause for

celebration, not exasperation. Yet many first-timers are unprepared for the demands of this new role. They quickly become overwhelmed -- to the detriment of the organization, their co-workers, and themselves. This friendly guide is full of field-tested help for novice supervisors. Brief yet comprehensive, it leads them through the key tasks and responsibilities of the job. Readers will learn to think and act like managers as they develop critical competencies such as: * establishing and maintaining high performance standards * communicating effectively at all levels of the organization * setting clear priorities * delegating and giving feedback to others * analyzing and resolving problems Filled with real-life examples, handy checklists, and tools for self-assessment, The New Supervisor's Survival Manual will enhance the self-confidence and comfort level of every new supervisor.

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