



# Operations Training Institute

Hillsborough County Public Schools

## WHAT IS THE OPERATIONS TRAINING INSTITUTE?

The Operations Training Institute (OTI) is a continuing education pathway of core courses and activities designed to provide **current and aspiring managers and supervisors** with opportunities to increase their leadership knowledge and skill levels—thereby improving the effectiveness, efficiency, and accountability of the Maintenance Department of HCPS.

The six courses, Budget Management, Conflict Resolution, Critical Thinking/Problem Solving, Effective Communication, Project Management, and Team Building will ensure current and aspiring leaders within the Maintenance Department will have exposure to the foundational skills and tools necessary to lead their teams.

Current supervisors and managers are automatically enrolled into the OTI. Aspiring leaders' enrollment into the OTI is strictly voluntary and is open to anyone who is an employee within the HCPS Maintenance Department.

- Core Course Enrollment is Sept. 1-15, 2019 through an online portal
- Six courses: Weekday evenings and Saturday mornings, October 2019 through March 2020
- All current managers and supervisors, and all aspiring managers and supervisors are required to complete the six courses
- The Self-Assessment Tool, which is available for completion June 17 – July 1, 2019, provides opportunities to guide growth
- For current leaders, development of your Individualized Professional Development Plan upon course completion

For more information,  
visit <https://www.sdhc.k12.fl.us/doc/255> or  
contact Benjamin Moore for more details.