

**New Jersey Community Transportation Training Program
Free Training News Flash
CCTS Certification Course
April 14th and 15th, 2025**



The New Jersey Community Transportation Training Program (NJCTTP) is sponsoring the CTAA Certified Community Transit Supervisor (CCTS) Course in Atlantic City on April 14th and 15th.

The front-line supervisor has a pivotal role in the transit organization. He or she is accountable for most of the day-to-day success of its operations. In their supervisory role, these individuals must also understand the overall objectives and mission of the transit organization, and they must be able to convey its practices, principles, and priorities to the operating staff.

This two-day classroom workshop has been updated to include a wide variety of skills necessary to successfully manage front-line employees and a web-based prerequisite course. The workshop will provide comprehensive training in leadership, working effectively within a team, communication skills, coaching skills, performance gap analysis, motivation, use of positive & progressive discipline, dealing with emotional employees and how to use feedback effectively. At the conclusion of this training, class participants are tested in their mastery of these areas.

Course Prerequisite

CTAA, in partnership with the Center for Transportation eLearning (CTeL), has developed a web-based prerequisite course (approximately four hours) to provide the basic skills training necessary for new and veteran managers and supervisors. The web-based program (taken prior to the classroom training) will include the supervisor's role, succeeding as a new supervisor, communicating effectively, leading your team, coaching and counseling, conflict management and decision making, and transit supervisor responsibilities.

Training to be held:

Harrah's Resort & Casino
777 Harrah's Blvd., Atlantic City, NJ 08401
Monday, April 14th and Tuesday, April 15th
9:30 am – 4:30 pm

To register for the training please complete this form and send to Sha'quana Mack at

smack@njtransit.com

(Each participant must have their own unique e-mail address)

Name of Agency: _____

Name of Participant: _____

Title: _____

E-mail Address: _____

Phone Number: _____