

2015 MANDATORY SUPERVISORY GROUP TRAINING REQUIREMENTS

The training for Supervisory Groups 1 and 2 are divided into two parts: CORE and SUPERVISORY GROUP. The CORE curriculum consists of five (5) web-based (WBT) courses and an instructor-led (ILT) workshop which must be completed within one (1) year of your appointment date.

The SUPERVISORY GROUP courses consist of eight (8) ADDITIONAL courses plus one (1) elective course chosen from the listing under the “Elective” heading.

Supervisory Group 1 courses must be completed within two (2) years of your appointment date.
Supervisory Group 2 courses must be completed within one (1) year of your appointment date.

2015 Core Group Courses (6 Total)

- Civil Service Essentials for Supervisors (WBT)
- Common Myths That Affect Good Supervision (WBT)
- Hiring and Retaining Top Talent (WBT)
- Leave Management (WBT)
- Validating Employee Performance (WBT)
- 2015 Supervisory Core Group Capstone Workshop (ILT)

2015 Supervisory Group 1 Courses (9 Total)

- Change Management (WBT)
- Communicating Top Down Messages (WBT)
- Emotional Intelligence 1 (WBT)
- Ethical Behavior in the Workplace (ILT)
- Inspirational Leadership - (WBT)
- Managing and Improving Work Processes (ILT)
- Situational Leadership 1 (WBT)
- 2015 Supervisory Group 1 Capstone Workshop (ILT)

Electives (Choose 1)

- Delegating Effectively (WBT)
- Developing Effective Teams (Part 1) (ILT)
- Peer-to-Peer Conflict (WBT)

2015 Supervisory Group 2 Courses (9 Total)

- Developing a Motivated Workgroup (ILT)
- Emotional Intelligence 2 (WBT)
- Ethical Leadership (WBT)
- Prioritizing Tasks with Agency Mission and Values (WBT)
- Situational Leadership 2 (WBT)
- Strategic Thinking (WBT)
- 2015 Supervisory Group 2 Capstone Workshop (ILT)
- Work-life Balance: Balancing Your Life (WBT)

Electives (Choose 1)

- Conflict Management (WBT)
- Critical Thinking (WBT)
- Developing Effective Teams (Part 2) (ILT)

2015 Supervisory Group 3 Courses

Supervisory Group 3 members must complete the five (5) required Core WBT courses within 1 year.