

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)

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| • Change Management (WBT) | • Situational Leadership 1 (WBT) |
| • Communicating Top Down Messages (WBT) | • 2015 Supervisory Group 1 Capstone Workshop (ILT) |
| • Emotional Intelligence 1 (WBT) | <u>Electives (Choose 1)</u> |
| • Ethical Behavior in the Workplace (ILT) | • Delegating Effectively (WBT) |
| • Inspirational Leadership - (WBT) | • Developing Effective Teams (Part 1) (ILT) |
| • Managing and Improving Work Processes (ILT) | • Peer-to-Peer Conflict (WBT) |

2015 Supervisory Group 2 Courses (9 Total)

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| • Developing a Motivated Workgroup (ILT) | • 2015 Supervisory Group 2 Capstone Workshop (ILT) |
| • Emotional Intelligence 2 (WBT) | • Work-life Balance: Balancing Your Life (WBT) |
| • Ethical Leadership (WBT) | <u>Electives (Choose 1)</u> |
| • Prioritizing Tasks with Agency Mission and Values (WBT) | • Conflict Management (WBT) |
| • Situational Leadership 2 (WBT) | • Critical Thinking (WBT) |
| • Strategic 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.