

Stanislaus County Supervisor Training Academy

Learning Objective

Supervisors and managers serve very important roles in the County. These are the people who set the conditions for staff to do their best work, create a climate that is conducive to performance and job satisfaction, manage the department's resources, and help the County meet its goals. Whether you are an experienced supervisor, or merely looking to improve your skills, the Supervisor Training Academy is designed to provide you with the competencies, tools, and development opportunities to succeed in your role. Non-supervisory employees who are transitioning into a supervisory position should be exposed to training as soon as possible after they are promoted.

Acquiring the supervisory skills needed for success helps staff avoid mistakes and also gives the employee the opportunity to embrace the idea of leading others. Participants will learn the skills necessary to transition from a non-supervisory employee to an effective, productive supervisor.

Collaborative Effort

The Supervisor Training Academy is a collaborative effort brought to you through the Learning Institute, County Human Resource Managers, attorneys, and senior management staff.

Feedback from Participants

"Thank you! For a new manager this training gave me a good foundation. I can't wait to take more classes."

"This is definitely something that has been needed for a long time. These classes made the transition to supervisor much easier!"

"Great tools and handouts! The information is valuable and well put together. Very good instructors and interaction! Another good training session! I thoroughly enjoyed it."

Self-Registration

Using PeopleSoft on the Intranet, select self-service, learning and development, and then request training enrollment. Employees are responsible for adhering to their departmental training requirements and must obtain the necessary permission to attend classes. These trainings are limited to staff currently in a supervisor or management position. For assistance with self-registration, please call (209) 525-4474



Training Courses Offered

Role of the Supervisor—2.5 hours

Union Relations—3 hours

Managing Employee Performance—8 hours

HR Policies/Legal Obligations—2.5 hours

Compliance/Payroll Regulations—2 hours

Injury/Safety Management—2 hours

Disability Management—2 hours

*Sexual Harassment Prevention—2.75 hours

Progressive Discipline Process—3 hours

Budgeting/Financial Overview—2 hours

Conducting a Recruitment—2 hours

Employee Selection—2 hours

Employee Development—4 hours

*Mandatory within six months of promotion to a supervisory position and every two years thereafter.