

Supervisor Training Academy

PRACTICAL LEARNING

Develop relevant skills in classes ranging from two to four hours. All 14 modules offered every other month for a total of 40 hours of training. Supervisor Certificate awarded upon completion.

This curriculum will enhance your technical knowledge and help develop the leadership and business core competencies you need to succeed in your career. Classes are taught by subject matter experts.

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.

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. For assistance with self-registration, please call (209) 525-6341

CURRICULUM QUESTIONS

Marnie Ardis at (209) 525-6532.

Training Solutions for Managers and Supervisors

Core Training Classes

- Role of the Supervisor—2 hours
- Union Relations—2 hours
- Managing Employee Performance—4 hours
- HR Policies/Legal Obligations—4 hours
- Managing Employee Attendance—2 hours
- Compliance/Payroll Regulations—2 hours
- Injury and Safety Management—2 hours
- Ethics—4 hours
- Sexual Harassment for Supervisors—2 hours

Recommended Training Classes

- Progressive Discipline Process—2 hours
- Budgeting/Financial Overview—2 hours
- Conducting a Recruitment—4 hours
- Employee Selection—4 hours
- Employee Development—4 hours

