

## MINIMUM SUPERVISORY TRAINING REQUIREMENTS 7/1/2008

These training requirements may be replaced by an agency-specific training program upon approval of that program by the CPTP Policy Board.

<p style="text-align: center;"><b><u>SUPERVISORY GROUP 1</u></b></p> <p>The Certificate in Supervisory Techniques (CST) will substitute for completion of group 1 courses.</p> <p>Employees who have earned CPTP's Certified Public Manager (CPM) are considered to have met all requirements for all Supervisory Groups.</p> <p><b>NOTE:</b> Special substitution for <b>attorneys:</b> Attorneys in Group 1 who have taken the Civil Service Legal Seminar, course <b>HRP007</b>, may substitute that course for the Documenting for Performance and Discipline (HRP006) and the Common Myths HRP026) courses. Attorneys must be in an attorney job title for this substitution.</p>	<p><b>CLASS #1:</b> PPR for Supervisors (HRP013)</p> <p>Accepted substitutions:</p> <ul style="list-style-type: none"> <li>▪ PPR Train the Trainer (HRP012) OR</li> <li>▪ PPR Refresher (HRP014)</li> </ul> <hr/> <p><b>CLASS #2:</b> Documenting for Performance &amp; Discipline (HRP006)</p> <hr/> <p><b>CLASS #3 &amp; CLASS #4:</b> The agency and the employee must choose two of the following three classes to satisfy this requirement.</p> <ul style="list-style-type: none"> <li>• Common Myths that Affect Good Supervision (HRP026)</li> <li>• Controlling Absenteeism &amp; Tardiness (HRP027)</li> <li>• Civil Service Essentials for Supervisors (HRP028)</li> </ul> <hr/> <p><b>CLASS #5 &amp; CLASS #6:</b></p> <ul style="list-style-type: none"> <li>• Developing a Motivated Work Group (MGT114) (1 day)</li> <li>• Strategies for Supervisory Success (MGT082) (1 day)</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Effective Supervisory Practices, Part 1 (MGT026)</li> </ul>
<p style="text-align: center;"><b><u>SUPERVISORY GROUP 2</u></b></p> <p>The Certificate in Supervisory Techniques (CST) will substitute for completion of group 2 courses .</p> <p>Employees who have earned CPTP's Certified Public Manager (CPM) are</p>	<p><b>CLASS #1:</b> Conducting an Effective Job Interview (MGT142)</p> <hr/> <p><b>CLASS #2, #3, #4, &amp; #5:</b> The agency and/or the employee must <b>choose FOUR of the following SEVEN</b> classes to satisfy this requirement. The choices are:</p> <ul style="list-style-type: none"> <li>• Improving Employee Performance through Coaching (MGT123)</li> <li>• Building Better Performance Through Employee Skill Development (MGT121) (1 day)</li> <li>• Managing and Improving Work Processes (MGT135)</li> <li>• Effective Problem Solving &amp; Decision Making (MGT133)</li> </ul>

considered to have met all requirements for all Supervisory Groups.

- Manager's Role in Workforce & Succession Planning (MGT080)
- Planning & Accountability (originally titled Accountability in Work Groups (MGT131))
- Individual Differences and Diversity in the Workplace (MGT117)

<p><b><u>SUPERVISORY GROUP 3</u></b></p> <p>The Certified Public Manager designation (CPM) will substitute for completion of group 3 courses</p>	<b>CLASS #1: Planning &amp; Accountability (MGT131)</b> (2 days)
	<b>CLASS #2: Individual Differences and Diversity in the Workplace (MGT117)</b> (1 day)
	<b>CLASS #3: Managing and Improving Work Processes (MGT135)</b>
	<b>CLASS #4: Manager's Role in Workforce &amp; Succession Planning (MGT080)</b> (1 day)
	<b><i>NOTE: These classes are required at this level ONLY if they were <u>not</u> taken as Supervisory Group 2 choices.</i></b>