

Supervisor Training Program Guidelines

The Supervisor Training Program is sponsored by Interim Chancellor Brian Rogers. Chancellor Rogers is requesting that all identified supervisors complete a certain number of training sessions per year.

Current supervisors must plan to complete the Core Courses no later than **September 30, 2009** (deadline was extended in April 2009). If you have attended any of these in the past 18 months it will not be necessary to repeat them. A listing of your completed courses will be available at the UAF Human Resource office and on Banner; PEAREVW.

All Core and General Body of Knowledge courses must be completed within two (2) years (September 30, 2010).

Upon completion of the Core and General requirements, supervisors will be required to attend a minimum of one (1) new, refresher or elective course each year.

A supervisor may request credit as an **elective** for other trainings they may attend online, during professional development conferences, courses offered by UAF or TVC by completing a "Credit Transfer Request" form. Recording of these electives will not begin until after September 30, 2010.

The UAF Human Resource department will be tracking your trainings; however, it is highly recommended you keep your "record of trainings" on the attached document. Please note the attached tracking sheet does list the core classes in recommended order.

Supervisor Record of Training

Employee Name: _____ ID #: _____

Job Title: _____ Start Date: _____

Core Courses: <i>Should be completed within six (6) months of hire or before September 30, 2009. Courses are listed in recommended order</i>	Date Completed
Recruitment and Hiring	
EEO and Sexual Harassment	
Safety Training (3 hour course)	
Wage and Hour Issues	
Performance Evaluations and Documentations	
Progressive Discipline Process and Documentation	
General Body of Knowledge: <i>These courses need to be completed within 24 months of hire or from beginning the supervisory program.</i>	Date Completed
ADA Issues	
Conflict Resolution	
Employee Resources/Benefits/EAP/FMLA	
Ethics; Legal Issues/Guidelines	
Mentoring and Career Planning for Subordinates	
Salary Regulations and Guidelines	
Terminations vs Non-Retentions and Documents	
Electives: <i>Choose these topics which may be pertinent to your department/unit</i>	Date Completed
Customer Service	
Financial and Purchasing Process Overview for Supervisors	
Grants and Contracting	
International Employees	
Labor Relations	
Other: <i>must have approved Credit Transfer Request</i>	