

DIVISION OF PERSONNEL
Supervisor/Manager Training Program Timeline
Summary of Requirements – Policy DOP-P18

COMPONENT I

DOP-P18
§ III.D.1

Within three (3) months

- Preventing Harassment: A Shared Responsibility
- The Drug-Free Workplace

Within six (6) months

- Employee Performance Appraisal 1: Policy and Forms

COMPONENT II

DOP-P18
§ III.D.2

Within nine (9) months

- Managing and the Law
- Supervising for Success 1: Fundamentals of Supervision
(Required only for new supervisors/managers or those with one year or less of public sector management)

Within twelve (12) months

- Discipline and Documentation

COMPONENT III

DOP-P18
§ III.D.3

Within twenty-four (24) months

- Personnel Transactions in State Government *OR*
- Workplace Safety: Your Responsibility *OR*
- Finance for the Non-Financial Manager

COMPONENT IV

DOP-P18
§ III.D.4

After completion of all Component I-III Requirements

- Twelve (12) contact hours of approved supervisory, management, and/or leadership training every calendar year