Mandatory Supervisory Training Requirements

STATECIVILSERVICE
COMPREHENSIVE PUBLIC TRAINING PROGRAM

Effective
January 1, 2015

Helping supervisors reach maximum potential!

Core

- CS Essentials
- Common Myths
- Hiring and Retaining Top Talent
- Leave Management
- Validating Employee Performance

✓ Assessment: Capstone
✓ Completion time: 1 Year

Group 1

- Situational Leadership
- Emotional Intelligence
- Change Management
- Communicating Top Down Messages
- Building Trust **OR** Ethical Behavior
- Inspirational Leadership
- Managing and Improving Work Processes

✚ Choose 1:
-Conflict Management
-Delegation
-Teams I

✓ Assessment: Capstone
✓ Completion time: 2 years after core completion due date

Group 2

- Situational Leadership II
- Emotional Intelligence II
- Strategic Thinking
- Organizational Dynamics **OR** Developing A Motivated Work Group
- Ethical Leadership
- Work\Life Balance
- Prioritizing Tasks With Agency Mission and Values

✚ Choose 1:
-Conflict Management
-Critical Thinking
-Teams II

✓ Assessment: Capstone
✓ Completion Time: 1 year after group 1 completion due date / 1 year after promotion to group 2

Group 3

- CS Essentials
- Common Myths
- Hiring and Retaining Top Talent
- Leave Management
- Validating Employee Performance

✓ No continuing education requirement
✓ Completion time: 1 Year

Continuing Education Post Completion

- 1 Course per performance year from CPTP provided list

CPTP Contact Information

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Contact your Training Coordinator for clarification.