

# SUMMARY

WV Division of Personnel

## Supervisor/Manager Training Program Policy

(DOP Policy-18)

### Component I

Within 12 months

*Preventing Harassment: A Shared Responsibility* (3 hours)

*The Drug-Free Workplace* (3 hours)

*Employee Performance Appraisal:  
The Foundation for Performance Management* (6 hours)

*Managing and the Law* (6 hours)

*Supervising for Success II:  
Critical Skills for New Supervisors* (18 hours)

### Component II

Within 18 months

*Discipline and Documentation* (6 hours)

*Workplace Safety: Your Responsibility* (6 hours)

### Component IV

Each calendar year, after completion of the required Component I-III courses, ALL supervisors/managers should accrue a *minimum* of 12 contact hours of continuing education in the area/s of supervision, management, and/or leadership.

### Component III

Within 24 months

12 contact hours selected from:

*Navigating Difficult Conversations* (6 hours)

*Conflict Management* (12 hours)

*Leading Change in Turbulent Times* (6 hours)

*Attendance Management* (6 hours)