

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: HUMAN RESOURCES
SUBJECT: SUPERVISORY TRAINING
PPM #: CW-P-030

ISSUE DATE
January 13, 2017

EFFECTIVE DATE
January 13, 2017

PURPOSE:

To establish a basic supervisory training program for newly hired or promoted supervisors, managers, and directors.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Human Resources.

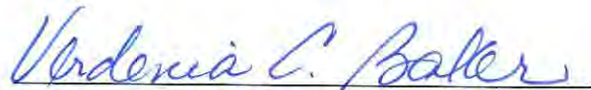
POLICY:

All newly hired or promoted personnel with supervisory responsibilities, including but not limited to Supervisors and Managers, are required to attend a supervisory training program within their first six months of supervisory responsibilities.

PROCEDURE:

The Training & Organizational Development Section of Human Resources will schedule a supervisory training program quarterly per calendar year. Department and division heads will ensure that new supervisors attend all phases of the earliest possible program.

All newly promoted and newly hired Department and Division Directors will attend, at a minimum, Days 2 and 3 of this supervisory training.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. PPM# CW-P-030, dated 12/05/88
2. PPM# CW-P-030, dated 08/01/05
3. PPM# CW-P-030, dated 07/08/11