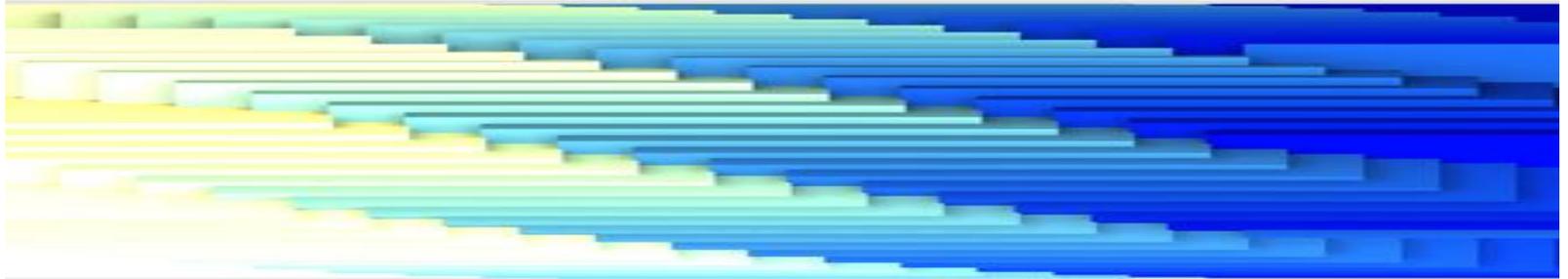


# Basic Supervision Work Group



“Getting in the Carpool Lane”

Statewide Training Officer Meeting

January 19, 2010

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# Goal, Mission, Purpose

**Identify and develop learning solutions to address the training needs of all state supervisors**



# Members

**Mary Barnett, CA Prison Health Care**

**Lance Guerra, DOT**

**Rolanda Gregory, CCR**

**Brenda Whiteside, CDCR**

**Dave Galanti, Parks and Recreation**

**Tamara Busman, CA Department of Education**

**Deborah George CSUS, College of Continuing Ed.**

**Bruce Winner, Los Rios Comm. College**

**Jim Monterose, Sec of State**

**Carolyn Cochran, CPS**

**Joan Strohauser, DPA**

**Jodi Traversaro, DPA**

# Upgrades Continued...

- ★ Supervisory PML memo affirming on-line training
- ★ Departments sharing supervisory training
- ★ Mapping to the HR MOD competencies
- ★ Virtual help desk
- ★ Statewide training calendar



# With a Little Help from our Friends...

## 80 hours / CDCR

- Role of the Supervisor
- Effective Communication
- Managing Conflict
- Planning and Organizing
- Legal Aspects of Supervision Part 1
- Performance Management
- Teams
- Legal Aspects of Supervision Part 2
- Interview & Selection
- Leading Change

Skill Set	Competency	CDCR 80 hrs.
<b>Fostering a Team Environment</b>	Team Leadership	✓
	Interpersonal Skills	✓
	Conflict Management	✓
	Communication	✓
<b>Creating Organizational Transformation</b>	Change Leadership	✓
	Vision and Strategic Thinking	✓
<b>Maximizing Performance Result</b>	Decision Making	✓
	Analytical Thinking	✓
	Planning & Organizing	✓
	Customer Focus	✓
	Thoroughness	✓
	Performance standards	✓
	Performance appraisal	✓
<b>Building Trust and Accountability</b>	Employee discipline	✓
	Ethics and Integrity	✓
<b>Promoting a High Performance Culture</b>	Personal Credibility	✓
	Workforce Management	✓
	Staffing and Controlling	✓
	Role of a Supervisor	✓
	Techniques of supervision	✓
	Developing Others	✓
<b>EEO</b>	Fostering Diversity	✓
	Sexual Harassment Prevention	✓
	ADA & FEHA	✓
<b>Safety</b>	Workplace Violence	✓
	Personal Safety	✓

# Virtual Help Desk for Supervisors & Managers

Gives supervisors and managers a high-level overview of basic personnel processes and provides basic information, ideas, suggestions, best practices, see these links

[Hiring process](#)

[Probation period](#)



[Onboarding](#)

<http://www.dpa.ca.gov/training/virtual-help-desk-for-supervisors-and-managers/main.htm>

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# What do you have for us?

- Time!
- Materials!
- Trainers!
- Ideas!



Call to Action, What's Next?,  
How can I Participate...

**Join us!**

