

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: New On-Line Training – Basic Supervision	REFERENCE NUMBER: 2012-009
DATE ISSUED: 04/17/12	SUPERSEDES:

This memorandum should be forwarded to:

**All Supervisors and Managers
Personnel Officers
Training Officers**

FROM: Department of Personnel Administration
Statewide Learning and Performance Management

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DPA, the State Personnel Board, and the Department of Rehabilitation have launched a new online training titled "California Model Employer Initiative Training." It is designed to train all supervisors, managers, and HR professionals. A link to the training is located under the categories of "Supervisory and Managerial Skill Development" and "HR Practices, Policies, and Compliance" on the virtual training center library website at:

<http://www.dpa.ca.gov/training/virtual-training-center/training-video-library/main.htm>

This free interactive training will help new supervisors meet 2.5 hours of the required basic supervisory training pursuant to [PML 2010-013](#) and [Government Code Section 19995.4](#). Topics covered include:

- Role of a Supervisor,
- Techniques of Supervision,
- Staffing, and
- Employment Law relating to People with Disabilities.

The training will help you recruit, interview, hire, retain, and accommodate people with disabilities.

As with all training, staff should get their supervisor's and/or training officer's approval before taking this training. At the end of the module, the employee can print a completion certificate for the training office to use in tracking training. We encourage you to add a link to this course on your intranet.

/s/ Jodi Traversaro

Statewide Learning and Performance Management Officer