



EDD University

A Creative Approach to Meeting the 80-Hour Supervisory Requirement

"Your Success is Our Commitment"



The Mandate...



Government Code Section 19995.4(b).

- minimum of 80 hours of training
- Includes training on the role of the supervisor, techniques of supervision, planning, organizing, staffing and controlling, performance standards, performance appraisal, affirmative action, discipline, labor relations, employment law relating to persons with disabilities, and grievances.

Existing Structure



Topics are taught by Training Officers and Subject Matter Experts from various Divisions:

- Human Resources / Labor Relations
- Fiscal
- Business Operations
- Investigations
- EEO Office

Current Course Structure 



Week 1

- Transition to Supervision
- Roles and Responsibilities
- Communication
- Performance Mgmt/ Coaching
- Contracts
- Labor Relations



Week 2

- Equal Employment Opportunity
- Health Services
- Hiring Process
- Process Improvement
- Time Management
- Conflict Management
- Team Building
- Fiscal

PML 2010-013 

“Departments are continuously encouraged to find more efficient methods of delivering training as a means to further reduce costs. It is essential that departments and agencies consider utilizing a wide range of training and learning delivery alternatives that are available at no cost or very affordable low prices, to address both job required and job related training.”

New Course Structure 



Online

- Organizational Identity
- Personnel Files
- Communication
- Time Management/ Delegation
- Behavioral Interviewing
- Travel
- Hiring Process
- Health Services
- SDI
- Workers Compensation
- Contracts
- Investigations



Classroom

- Labor Relations
- Equal Employment Opportunity
- Process Improvement
- Conflict Management
- Team Building
- Fiscal
- Performance Management
- Emotional Intelligence

A Change...



The EDD is transforming the way we learn and develop new supervisors and managers. With technology leading the way for learning, we are happy to announce 40 hours will be spent participating in a variety of learning modalities. Then, join us in Sacramento for an additional 40 hours of instructor led classroom sessions.

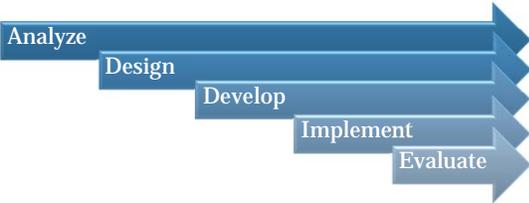
Resource: [Personnel Management Liaisons \(PML\)](#) dated June 22, 2010.

A Change...



Pros	Cons
<ul style="list-style-type: none">• Flexibility• Varied learning styles• Leveraged technology• Savings• Resources• Just in time• Network building• Face time with SME's	<ul style="list-style-type: none">• Development time• Change• Learning curve• Retention• No group dynamics• Limited face time – no time to ask questions

Process



Standardized Modules 



Development Challenges 

- Some resistance to change
- Classroom training converted at a ration of 2 hours classroom to 30 minutes online.
- Questions about online modules

Thank You 

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