

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Alternatives to Instructor-Led Training to Meet the Mandated Basic 80 Hour Supervision Training	REFERENCE NUMBER: 2010-013
DATE ISSUED: June 22, 2010	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Training Officers**

FROM: Department of Personnel Administration
Statewide Learning and Performance Management

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[Government Code Section 19995.4](#) states that within the first year of appointment, new supervisors must be provided with 80 hours of training—40 hours of structured and 40 hours of on-the-job supervisory training. “Structured training” may include and is not limited to electronic (e)-learning media, mentoring, training videos, or podcasts. Many structured training topics such as techniques of supervision, performance management, and team building are available and free of charge through the [California State Library](#), or the [HR Modernization Supervisor’s Virtual Help Desk](#). In addition, many accredited colleges and universities provide free resources that can be accessed through iTunes University. These resources can be used to satisfy the entire 40-hour structured supervisory requirement and are compliant with the aforementioned Government Code.

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. An abundance of resources are available both free and on-line encompassing a broad range of structured supervisory training topics and individual learning styles. Additional training tools to satisfy the 40-hour structured supervisory training can be found at: <http://www.dpa.ca.gov/training/free/main.htm>. Like all training, make sure training solutions comply with mandates, and that they meet both the individual and organizational needs.

Knowledge transfer can occur using varying training delivery methods (audio tapes, CDs, films, coaching, staff meetings, e-learning, instructor-led training). Departments and agencies are reminded to network, leverage limited training resources, and to continue to provide feedback, mentoring, and coaching to new supervisory employees while maintaining thorough and complete employee evaluations and training records. Departments can pursue cross-departmental training opportunities which enable training programs and resources to be shared among multiple State agencies and assist in meeting training needs within the limitations of any

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licensing agreements or other restrictions. A high performing workforce is our shared goal and we can achieve this through cost effective, creative training strategies.

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