

# DCBS Supervisors Staff Development Plan

## Classroom Components

- ❑ Advanced P&P Supervisor Seminar Series: Parts I-VI (required for P & P supervisors only and should begin within the first 6 months of hire)
- ❑ Family Support Supervisor Training (this course is required for Family Support supervisors only) **(in development)**
- ❑ Personnel Management (this course offered by the KY Personnel Cabinet is required for supervisors completing year end evaluations includes Performance Matters training)
- ❑ Seven Habits of Highly Effective People
- ❑ Workplace Violence Prevention (required by OHRM every 2 years) (the DCBS training course Safety First can be substituted for this OHRM requirement)

## Web-Based Components

- ❑ Accurate Time Reporting <https://personnel.ky.gov/pages/learning-hr.aspx> (after completing the class, send the acknowledgement forms the Regional Training Coordinator (RTC))
- ❑ Anti-Harassment Awareness: Refresher (required by DCBS yearly)
- ❑ Domestic Violence: Biennial Continuing Education (required every 2 years)
- ❑ Elder Abuse: Continuing Education (required every 2 years)
- ❑ Employee Performance Evaluation Orientation <https://personnel.ky.gov/pages/learning-perfeval-ee.aspx> (after completing the class, send the acknowledgement forms the Regional Training Coordinator (RTC))
- ❑ Equal Employment Opportunity (required by OHRM every 2 years)
- ❑ Ethics Awareness (required yearly) (this course is required for P & P supervisors only and should begin within the first 6 months of hire)
- ❑ ODET Executive Branch Ethics (must be registered on KELMS) (after completing the class, send the acknowledgement forms the Regional Training Coordinator (RTC))
- ❑ Random Moment Sampling
- ❑ Security Awareness Video <https://personnel.ky.gov/pages/learning-hr.aspx> (after completing the class, send the acknowledgement forms the Regional Training Coordinator (RTC))
- ❑ Understanding Human Trafficking