

# 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