

# SUPERVISOR BASICS SPECIALTY COURSE REQUIREMENTS AND COMPLETION WORKSHEET

This curriculum is intended to provide basic supervisory skills to appointed supervisors or employees wishing to become or are on track to become a supervisor.

***It is the participant's responsibility to track their progress through the Program.*** To assist in this effort, enter the course completion date on this worksheet, and when completed, send a copy to the JPIA.

COURSE TITLE	COMPLETION DATE
Accident Investigation	
Communication	
Customer Service	
Discrimination & Harassment	
Documenting	
Drug & Alcohol	
Emergency Response Planning	
Hazard Identification	
New Employee Orientation	
OSHA Inspections	
Performance Appraisals	
Performance Management	
Positive Discipline	
Return to Work	
Risk Transfer	
Injury & Illness Prevention Program	
Workplace Violence	
Supervisor's Guide to Disability Management (Webility Online)	
<b>DISTRICT MANAGEMENT</b>	
District Management Orientation requirements to be accomplished and validated by the General Manager.	
Board of Directors Orientation	
District Financial Management	
<b>ELECTIVES</b>	
Certificates of Completion and course descriptions for each must be submitted to the JPIA	
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Name of Participant (print) \_\_\_\_\_ Signature \_\_\_\_\_

Name of Agency \_\_\_\_\_ Date Submitted \_\_\_\_\_

# HUMAN RESOURCES SPECIALTY COURSE REQUIREMENTS AND COMPLETION WORKSHEET

This curriculum provides a basic understanding of the responsibilities associated with overseeing and/or administering human resource (HR) functions. It is recommended for any staff member with human resource responsibilities, including managers and supervisors charged with carrying out any aspects of HR processes.

***It is the participant's responsibility to track their progress through the Program.*** To assist you in this effort, enter each course completion date on this worksheet. When it is completed, send a copy to the JPIA.

COURSE TITLE	COMPLETION DATE
Communication Skills	
Discrimination & Harassment	
Documenting Personnel Issues	
Drug & Alcohol Reasonable Suspicion	
Emergency Response Planning	
Hiring Practices	
Injury/Illness Prevention Program	
Job Descriptions	
Managing Generations	
New Employee Orientation	
Performance Appraisals	
Performance Management	
Policies & Procedures	
Positive Discipline	
Return-to-Work	
Risk Transfer	
Supervisor's Guide to Disability Management (Webility on-line)	
Workers' Compensation Basics	
Workplace Violence	
<b>DISTRICT MANAGEMENT ORIENTATION</b> District Management Orientation requirements to be accomplished and validated by the General Manager.	
General Manager's Duties	
Board of Directors Orientation	
District Financial Management	
<b>ELECTIVES</b> Certificates of Completion and course descriptions for each must be submitted to the JPIA.	
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Name of Participant (print) \_\_\_\_\_ Signature \_\_\_\_\_

Name of Agency \_\_\_\_\_ Date Submitted \_\_\_\_\_

## OPERATIONS SPECIALTY COURSE REQUIREMENTS AND COMPLETION WORKSHEET

This curriculum provides skills that focus on health and safety issues, particularly Cal/OSHA mandated work requirements. It is intended for employees and supervisors with operations and operations support responsibilities.

***It is the participant's responsibility to track their progress through the Program.*** To assist in this effort, enter each course completion date on this worksheet. When it is completed, send a copy to the JPIA.

COURSE TITLE	COMPLETION DATE
Confined Space Entry	
Defensive Driving	
Electrical Safety	
Fall Protection	
Field Ergonomics	
First Aid & CPR*	
First Responder Awareness	
Injury/Illness Prevention Program	
Lockout/Tagout	
Respiratory Protection	
Traffic Control & Flagger	
Trenching & Excavation Practices	

\* Credit for First Aid and CPR can be obtained by participating in any American Heart Association approved course.

Name of Participant (print) \_\_\_\_\_ Signature \_\_\_\_\_

Name of Agency \_\_\_\_\_ Date Submitted \_\_\_\_\_