

SUPERVISORS AND MANAGERS ONLY

(These are in addition to the EMPLOYEE training requirements.)

| Topic/Course | Targeted Audience | Mandated By (See Citations) | Frequency | Training Available | COVLC Course Title | Length |
|--|--|--|---|---|---|---------------------|
| Alcohol & Other Drugs Policy 1.05 | All Supervisors and Managers | DHRM Policy 1.05 Title 2.25 of the Code of Virginia. | Orientation and ongoing employee education. | On-line module in COVLC for supervisors and managers. | MVP HR Policy & Law - Alcohol & Other Drugs - Supervisor | 30 minutes |
| Grievance Procedure | Supervisors and Managers of FT Classified Employees ONLY | Code of Virginia §2.2-3000 | One-time training; refresher training recommended | On-line module in COVLC for supervisors and managers. | MVP HR Policy & Law - Understanding & Using the Grievance Procedure | 3 hours |
| Performance Management (General supervisory principles) | Supervisors and Managers of FT Classified Employees ONLY | Appropriation Act Requires agency heads to require "appropriate" training of agency supervisors and managers. | Ongoing. | On-line module (6 modules) in COVLC for supervisors and managers. | MVP – Enhancing Employee Performance - Introduction to Supervision | 2 hours, 50 minutes |
| Performance Management (DHRM Policy) | Supervisors and Managers of FT Classified Employees ONLY | Appropriation Act Requires agency heads to require "appropriate" training of agency supervisors and managers. | Ongoing. | On-line module in COVLC for supervisors and managers. | MVP – HR Policy & Law – Performance Management Curriculum | 2 hours, 30 minutes |