

2002 Mandatory Training Requirements

MANDATORY TRAINING REQUIREMENTS – (from C.S. General Circular 1473) – Supervisory Group 1 July 1, 2002, updated 8/03/2002	
These training requirements may be replaced by an agency-specific training program upon approval of that program by the CPTP Policy Board.	
<p>SUPERVISORY GROUP 1 Jobs with an organizational control rating of 5 or 6</p> <p>5.5 to 8.5 days of training required</p>	<p>CLASS #1 PPR for Supervisors (HRP013) Participants who completed: PPR Train the Trainer (HRP012) OR PPR Refresher (HRP014) are considered to have met the requirement.</p>
	<p>CLASS #2 The agency and employee may choose the following class to satisfy this requirement:</p> <p style="text-align: center;">Key Elements of Civil Service Disciplinary Actions (HRP005) OR Documenting for Performance & Discipline (HRP006)</p>
	<p>CLASS #3 Civil Service Rules – The agency and the employee may choose two of the following three classes to satisfy this requirement.</p> <p>Common Myths that Impact Good Supervision (HRP026) Controlling Absenteeism and Tardiness in State Govt. (HRP027) Civil Service Essentials for Being an Effective Supervisor (HRP028) OR Civil Service Rules and Regulations for Supervisors (HRP016) (Discontinued in 2001, but participants who completed this class prior to that date are considered to have met requirement)</p>
	<p>CLASS #4 Developing a Motivated Workgroup (MGT114) OR Any of the following 3 options will satisfy this requirement: Effective Supervisory Practices, Part 1 (MGT001) OR Level 1 (MGT100) (Discontinued in 1999, but participants who completed Level 1 prior to that date are considered to have met this requirement) OR All 3 of the Level 1 Modules (Discontinued in 2000, but participants who took all 3 modules are considered to have met requirement) Fundamentals of Leadership (MGT102) and New Employee Orientation (MGT103) and Effective Performance Management (MGT104)</p>
<p>Employees who have earned CPTP's Certificate in Supervisory Techniques (CST) are considered to have met all requirements for Supervisory Group 1.</p> <p>Employees who have earned CPTP's Certified Public Manager (CPM) are considered to have met all requirements for Supervisory Groups 1, 2 & 3.</p>	

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MANDATORY TRAINING REQUIREMENTS – (from C.S. General Circular 1473) – Supervisory Group 2	
<p>These training requirements may be replaced by an agency-specific training program upon approval of that program by the CPTP Policy Board.</p>	
<p>SUPERVISORY GROUP 1 Jobs with an organizational control rating of 7 or 8</p> <p>Between 4.5 and 5.5 days required, depending upon choices made</p>	<p>CLASS #1 Conducting an Effective Job Interview (MGT142)</p>
<p>Employees who have earned CPTP's Certificate in Supervisory Techniques (CST) are considered to have met all requirements for Supervisory Group 2.</p> <p>Employees who have earned CPTP's Certified Public Manager (CPM) are considered to have met all requirements for Supervisory Groups 1, 2 & 3.</p>	<p>CLASS #2 & CLASS #3 The agency and employee may choose two of the four courses to satisfy these requirements. The choices are:</p> <p>Improving Employee Performance through Coaching (MGT123)</p> <p>Effective Problem Solving and Decision Making (MGT133) (Participants who completed Management in State Government Level III (MGT300) OR the Level III Module, Leading Problem Solving Groups (MGT302) (both discontinued in 2000), are considered to have completed Effective Problem Solving)</p> <p>Building Better Performance Through Employee Skill Development (MGT121)</p> <p>Managing and Improving Work Processes (MGT135)</p>

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MANDATORY TRAINING REQUIREMENTS – (from C.S. General Circular 1473) – Supervisory Group 3	
<p>These training requirements may be replaced by an agency-specific training program upon approval of that program by the CPTP Policy Board.</p>	
<p>SUPERVISORY GROUP 3 Jobs with an organizational control rating of 9 or higher</p> <p>Between 3.5 and 5.5 days required, depending upon choices made</p> <p>Employees who have earned CPTP's Certified Public Manager (CPM) are considered to have met all requirements for Supervisory Groups 1, 2 & 3.</p>	<p>CLASS #1 Planning and Accountability (MGT131)</p>
	<p>CLASS #2 Individual Differences and Diversity in the Workplace (MGT117)</p> <p>Participants who completed the CPTP Course, Managing Diversity – CEC132 (discontinued in 2000) are considered to have met this requirement.</p>
	<p>CLASS #3 Managing and Improving Work Processes (MGT135)</p> <p>(NOTE: This class is required at this level ONLY if it was not taken as one of the Supervisory Group 2 choices.)</p>