

County of Tulare Supervisory Academy

The Supervisory Academy is in its 22nd Year:

Designed for Employees Who Currently Have Supervisorial Responsibilities Including Lead Workers

Ref: County Personnel Rule 9, 3.2: All new supervisors shall participate in the County's Supervisory training program...within 180 days of appointment to the position of supervisor and conclude the training session within two years of appointment."

There are 12 workshops and an AB 1825 Harassment Prevention workshop (State mandated) that make up the Academy. Each series of workshops are launched on a rotating basis approximately every 3-4 months.

Academy curriculum is divided into two tracks which will provide a framework, supervisory guidelines, and best practices to allow each academy participant to successfully develop their supervisory acumen within Tulare County.

- Behavioral track: Focus is on the people side of supervising and will provide participants with tools to aid them in fostering a cohesive, innovative, and productive working unit.
- Systems track: Focus is on the policies related to the job.

Workshop Descriptions

1. **Leading From the Middle** (Behavioral) **4 Hours**

Pre-requisite Course

This course will define leadership and discuss the differences between leader and follower. It will also introduce the idea of self-leadership (or personal leadership.)

2. **Your Behavioral Profile & Style** (Behavioral) **4 Hours**

What are my preferences? How well do I know my own process when making decisions? The answer to these questions can affect your success as a supervisor and assisting your department in being effective and efficient.

3. **Alcohol & Drug Detection** (Systems) **4 hours**

The proactive knowledge of drug and alcohol detection in the workplace is an important concern for every supervisor. What does a person on drugs look like? Is it always easy to detect? Participants will learn from Tulare County Drug and Alcohol Subject Matter Experts, who offer up to-date-information about detection and the appropriate steps to take to assist the employee, and if necessary, how to take the appropriate steps in removing the employee from their worksite. Drug/alcohol testing/screening is addressed.

4. **Hiring and Staffing/Performance Appraisals** (Systems) **4 hours**

The County's process of recruiting, screening, testing, interviewing, hiring and staffing is covered in this workshop. Tulare County Human Resources will guide supervisors through each phase of the hiring process. Participants will receive hands-on experience in reviewing applications and making hiring decision recommendations. (2 Hours)

Tulare County Human Resources Representative will take a step-by-step approach in teaching the Performance Appraisal Process. Participants are given practical tips to aid them in completing an employee performance appraisal. The workshop also gives supervisors the opportunity to look over a fictitious performance appraisal and to address ways in which to correct or improve the appraisal. (2 Hours)

5. Leave of Absence/Benefits (Systems) 4 hours

This workshop will review the laws and policies of the Leave of Absence process and the Supervisor's role when an employee takes a Leave of Absence. This session will be broken down and introduced in three parts by departmental experts from Human Resources: Leave of Absence, Benefits and Accommodations.

6. Workplace Violence Prevention Awareness/Safety (Systems) 3.5 hours

The goal of this workshop is to give employees awareness of violence in the workplace, how to recognize the warning signs and to identify the different forms of violence. It is the ability to classify the assailant type to the worker or workplace. The importance of reporting threats and incidents and what actions employees can take to prevent or minimize the violence to increase safety in the work place.

County Safety Staff, Kim Starr conducts a thorough Safety workshop for supervisors focusing on potential workplace safety issues including: Driver's Training, Ergonomics, Lifting, Slips, Trips, Falls, and more. (2 Hours)

7. Leadership and Developing Diversity (Behavioral) 4 hours

This supervisory level course is an introduction to diversity and inclusion, focusing on increasing awareness of cultural competency and leadership practices; across all agency leaders; to assist in successfully leading diverse, unique teams. Attendees will learn how to develop inclusive attitudes and behaviors in order to enhance interdepartmental relationships, and promote public service through a healthier organization and community.

8. Race Relations (Behavioral) 7 hours

This workshop will increase awareness of institutional racism and structural racism and how they differ from individual racism. It will examine historical case that created institutional racism through law and policy. It will examine beliefs, laws and policies about race, advantage and justice and how these issues impact organizations and institutions.

9. Adding Creativity in our Work (Behavioral) 4 hours

An interactive workshop where you will define creativity as it applies to collaboration within your departments. As unique individuals we can communicate and collaborate when we understand the preferences of our co-workers and honor and include them in the process of doing work effectively and efficiently.

10. Professionalism in the Workplace for Supervisors (Behavioral) 4 hours

In this workshop Supervisors will learn what the employees are being instructed on in the Professionalism in the Workplace workshop designed for new hires as well as what is professionalism from the Supervisor perspective. Objectives of this workshop are defining professionalism, getting along with others, how technology affects how we communicate, professional attire and attitude.

11. Ergonomics for Supervisors (Systems) 2 hours

This workshop is designed to educate Supervisors on the basic process of conducting an ergo assessment. It will cover basic anatomy and common issues caused by repetitive movement, neutral body position, common adjustment errors, how to create a productive work space and when Risk Management should be called in to help.

12. Crucial Conversations & Conflict Resolution (Behavioral) 8 hours

When handled appropriately, challenging conversations can foster efficiency, trust, and morale on a team. After completing this training you will: be able to identify when a challenging or crucial conversation is appropriate, understand how to prepare and conduct challenging and crucial conversations with your employees, and have the tools needed to facilitate a conflict resolution session.