

# CPTP Classes for Civil Service Mandatory Supervisory Training, Group 1

Effective July 1, 2008, the following classes will be required for employees whose jobs fall into Supervisory Group 1, as defined by the Department of Civil Service:

1. **Performance Planning and Review for Supervisors** – 1 day
2. **Documenting for Performance and Discipline** – 1 day
3. **Two of the following 3 Civil Service Rules classes: 2 total days**
  - **Common Myths That Affect Good Supervision**
  - **Controlling Absenteeism and Tardiness in the Workplace**
  - **Civil Service Essentials for Supervisors**
4. **Either:**
  - **Developing a Motivated Work Group** – 1 day
  - **Developing Effective Teams, Part 1** – 1 day
5. **Strategies for Supervisory Success** – 1 day

**OR**

## **Elements of Supervisory Practices, Part 1 (2-day class)**

will be the preferred class for those supervisors who work in non-traditional or non-office jobs (e.g., maintenance, trades, food service, housekeeping, transportation, production). **This will substitute for Developing a Motivated Work Group and Strategies for Supervisory Success.**