

Mandatory Training for Supervisory Employees (FY2021)

(Required in addition to Mandatory Training for Employees)

Training Topic & Time Commitment	Mode of Training	All Supervisors or New Supervisors Only
New Supervisor Training — 40 hours	<ul style="list-style-type: none"> Instructor-led annually as announced (typically 2 consecutive days in February) Supplemental on-line ELMS learning program assigned 	New Supervisors Only
Ongoing Supervisory Training —1 hour minimum	<ul style="list-style-type: none"> On-line ELMS course or instructor-led as announced (Supervisory All-hands) 	All Supervisors
Veteran Employment Training for Hiring Managers —1 hour	<ul style="list-style-type: none"> On-line course 	All Supervisors
Employing Individuals with Disabilities – 1 hour	<ul style="list-style-type: none"> On-line or instructor-led (Supervisory All-Hands) 	All Supervisors
Prohibited Personnel Practices -1 hour	<ul style="list-style-type: none"> Instructor-led by the OSC (Supervisory All-Hands) 	All Supervisors

**Total Time Commitment for FY21 for new supervisors=44 hours*

**Total Time Commitment for FY21 for current supervisors= 4 hours*