Mandatory Supervisory Training Requirements

All DOE supervisors, managers, and executives will comply with mandatory supervisory training requirements (5 CFR 412; 5 CFR 315.801; 5 CFR 315.901; DOE O 360.1; and DOE O 320.1):

- New supervisors: 80 hours of supervisory training, with 40 hours required to be completed during the supervisory probationary period.
- Experienced supervisors: minimum of 8 hours of supervisory training each year.

The Office of Learning and Workforce Development has developed an inventory of training and developmental activities that will meet the supervisory training requirements. The DOE courses *Supervisory Essentials* (32 hours) and *Navigating the Federal Hiring Process* (8 hours) are required to fulfill the first year 40-hour training requirement for new supervisors. All other courses listed in the training framework are suggested to meet the overall continual learning requirements. Other related courses, seminars, and lecture series opportunities may be substituted.

Beginning with the appointment to a supervisory position, supervisors in their probationary period will be notified of the requirement with instructions for how to register for the *Supervisory Essentials* and *Navigating the Federal Hiring Process* courses. Managers of probationary supervisors will reinforce the requirement during initial development of performance standards and individual development plans. Please note that failure for a new supervisor to complete the training within the supervisory probationary period could be grounds for failing the probationary period.

Essential to managing this requirement will be tracking and reporting results at an organizational and agency-wide level. Reporting will occur through bi-monthly management reviews with the Associate Deputy Secretary and business quarterly reviews with the Deputy Secretary.

DOE Federal Training Framework To Support a Performance-Based Culture

SUPERVISORY TRAINING CURRICIUUM			
New Supervisors (first 2 years)	Experienced Supervisors/ Managers (ongoing)	Executive-Level Supervisors (ongoing)	Team Leaders/ Non- Supervisory Employees
Continual Learning →	Continual Learning →	Continual Learning →	Continual Learning
YEAR ONE - Required for first 40 hours requirement: Supervisory Essentials, Strategies for Success!* (32 hours) Navigating the Federal Hiring Process* (8 hours) On-boarding YEAR TWO - Suggested for additional 40 hours requirement: Optional: 360 assessment development tool Fundamentals of Program Management (40 hours) Changing Dimensions in DOE (16 hours) Communication Matters (8 hours) Dealing with Difficult People (2 hours) Five Conversations (24 hours) Executive Learning Series (sessions vary) Avoiding Problem Performance Simulation □ Dealing w/Problem Performance Simulation □ Dealing w/Problem Performance Simulation □ Handling Unacceptable Performance Just Promoted □ Managerial Skills and Abilities □ Measuring Performance □ Mentoring Employees □ Resolving Conflict with Communication Skills □ Understanding the Hiring Process □ Writing Performance Objectives □	ANNUAL - Take at least one: Optional: 360 assessment development tool Making Sense of Performance Appraisal (16 hours) Federal Budgeting Process (16 hours) Employee Engagement for Managers (16 hours) Crucial Confrontations (16 hours) Five Conversations (24 hours) Changing Dimensions in DOE (16 hours) Transforming Conflict in Mediation: Learning for Everyday Negotiation (1.5 hours) Dealing with Difficult People (2 hours) Executive Learning Series (sessions vary) Avoiding Problem Performance Simulation Category Rating Effective Interview Training for Managers and Supervisors e-Performance Managing Goals Handling Unacceptable Performance Measuring Performance Measuring Performance Mentoring Employees Performance Based Management Recruiting for the 21st Century Setting Performance Expectations Writing Performance Objectives Rotational Assignments	ANNUAL - Take at least one: Optional: 360 assessment development tool Fostering Employees and Workplace (8 hours) Leading Change for Improved Mission Execution (8 hours) Five Conversations (24 hours) Crucial Conversations (24 hours) Coaching for Performance (16 hours) Fostering Employees and Workplace (8 hours) Getting Results Through People (16 hours) SES Executive Learning Series (sessions vary) External & Media Communications e-Performance A Primer for Ensuring Accountability Creativity and Innovation in the Workplace Simulation GPRA Management Workshop Handling Unacceptable Performance Implementing a Succession Plan Simulation Managing High Performance Mentoring Employees Performance Reporting and Stakeholder Management Setting Performance Expectations Sustaining Competitive Advantage Writing Performance Objectives Rotational Assignments	ANNUAL - Take at least one: • Managing Up, Down, and Across to Get Results (16 hours) • Problem Solving Skills Builder (2 hours) • Five Conversations (24 hours) • Communication Matters (8 hours) • Dealing with Difficult People (2 hours) • Changing Dimensions in DOE (16 hours) • Dealing with Difficult People (2 hours) • Dealing with Difficult People (2 hours) • e-Performance • Managing Your Manager • Resolving Conflict w/Communication Skills • Benefits of Performance Management • Setting Performance Expectations • Writing Performance Objectives • e-Performance • A Primer for Ensuring Accountability • Performance Based Management • Implementing a Succession Plan Simulation

IMPORTANT NOTES: SUPERVISORY TRAINING GUIDANCE COVERS ALL SUPERVISORY APPOINTMENTS WITHIN DOE.

- 5 CFR 412 and DOE O 360.1C, requires: 80 hours of training. 40 hours must be completed during the probationary period.
- The additional 40 hours of training to satisfy year two can be selected from the suggested listing. *Italicized training* with (*) denotes curriculum that satisfies the 40 hour requirement.
- After satisfying the initial 80-hour training requirement, supervisors are required to complete at least eight hours of continuing education annually.

New Supervisors (first year)	Experienced Supervisors/ Managers	Executive-Level Supervisors	Non-Supervisory Employees
Continual Learning 🔿			Continual Learning
		SES Speakers Series (Sessions Vary)	Diversity & Inclusion Awarenes (M) (2 hours)
 Diversity & Inclusion Awareness (Continuity of Operations Plan (CO) Ethics • (M)(1 hour) Information Systems Security Awareness (M) (1 hour) Privacy Act • (M) (1 hour) Occupational Health and Safety USERRA • (M) (1 hour) Veterans' Employment • (M) (1 hour) 	OP) • (M) (.5 hour) areness • (M) (1 hour) FEOSH (for Managers) • (M) (1 hour)		 Continuity of Operations Plan (COOP) • (M) (.5 hour) Information Systems Security Awareness • (M) (1 hour) No Fear Act • (M) (1 hour) Occupational Health and Safety FEOSH (for Employees) • (M) (hour) Privacy Act • (M)(1 hour)

IMPORTANT NOTES:

- ➤ Online learning is identified with a **d** following the title. There is no tuition cost to DOE Federal employees for online learning.
- Courses followed by (M) are mandatory and fulfill additional, federally mandated, annual training requirements.

(Revised 9/21/12)

Training for New Supervisors and Managers

- Mandatory 40 hours of training during first year (coincides with new supervisor probationary period)
- Include requirement in job announcement
- Communicate requirement to employee and employee's immediate supervisor:
 - When notified of selection
 - After 6 months on-board
 - 30 days before end of 1-year probation
 - Use the 1-year probationary period to reinforce
 - Failure to complete training could be grounds for failing probation
- Requirement already spelled out in regulations and DOE orders
 - 5 CFR 412; 5 CFR 315.801; 5 CFR 315.901; DOE O 360.1; and DOE O 320.1
 - Managers accountable for ensuring their supervisors are trained:
- Under the Supervisory Performance Element for non-SES
- Under the Leading People Critical Element for SES

Consequences of failing supervisory probation

- If in federal service: Reassigned to position equal to previous nonsupervisory position at that grade level
- If new to federal service: Dismissed