Supervisory Fundamentals

These workshops are recommended for all supervisors and managers. They will cover the basic information and skills you need to manage or supervise employees in state government.

Instructor-Led Workshops:

Employee Discipline and Documentation - At the end of the session, participants will be able to:
- Define and distinguish between *corrective* action and *disciplinary* action;
- Identify the types of disciplinary issues;
- Identify the typical steps in progressive discipline;
- Identify the roles of the manager, human resources and legal offices, Personnel Cabinet, and Personnel Board in employee discipline; and
- Appropriately document employee performance problems.

Hiring & Selection Process: Best Practices - The target audience is hiring managers in Kentucky state government. This workshop provides an overview of best practices in the selection process from the beginning preparation steps; through a behavioral interview process; evaluating candidates' qualifications and recommending the selected candidate; and concluding the process. This training focuses on filling positions within the classified service of the Chapter 18A merit system, the overwhelming majority of positions in state government. The concepts presented, however, provide valuable guidance for any hiring manager in selecting the best qualified candidate, in a manner that is legally defensible.

Structured Behavioral Interviewing - This training, a companion to the "Hiring and Selection Process: Best Practices" workshop, focuses on just the structured behavioral interviewing step of the overall hiring process. It provides additional guidance on interviewing skills such as active listening and non-verbal communication, and opportunities for more in-class application of interviewing techniques.

KEAP as a Management Tool - Managers have the responsibility to address performance and behavior deficiencies early. Learn how to focus on the areas where you can make a difference for the employee and the agency using the Kentucky Employee Assistance Program.

Performance Matters – This training is mandated by law for all supervisors who complete performance evaluations. The employee performance management system within Kentucky State Government is a process that includes planning, coaching, feedback, documentation and performance evaluation. This process, when correctly followed, is a valuable resource for evaluators to set job performance priorities, direct performance towards measurable goals and expectations and reward employees for performance above expectations.

Instructor-Led Workshops and/or Online:

Overview of the Merit System - Understanding the merit system is an integral responsibility for all supervisors and managers responsible for managing employees in the Executive Branch who work in the classified service. This workshop provides an overview of the merit system and how it provides a foundation for personnel management.

Managing Employee Performance - Managing employee performance is an integral responsibility for all supervisors and managers throughout the year. This workshop explores the relationship between organizational and individual performance; the phases of the performance management process; and

how to conduct effective performance goal setting, feedback, and employee development. This course does NOT satisfy the compliance training requirement that is mandatory for all supervisors, you must take Performance Matters.

Online Workshops:

Executive Branch Ethics - The Executive Branch Ethics Commission partnered with GSC to familiarize you, an employee of the executive branch of state government, with the Executive Branch Code of Ethics (the "Ethics Code"). The Ethics Code was enacted by the state legislature in 1992 and is contained in Kentucky Revised Statutes Chapter 11A. The Ethics Code establishes the ethical standards that govern the conduct of all executive branch employees and was enacted to promote public confidence in the government of the Commonwealth and its employees. The Executive Branch Ethics Commission is an independent agency of the Commonwealth which has been given the responsibility of administering and enforcing the provisions of the Ethics Code.

Workplace Violence Prevention for Supervisors - Provides guidance to supervisors in the areas of defining violence, discussing statistics on violence in the workplace in Kentucky, reviewing the Personnel Cabinet's policy statement on violence in the workplace prevention strategies, and discussing options for handling violent behavior in the workplace.

Americans with Disabilities Act – Provides basic principles, core concepts, resources, and best practices for interacting with persons with disabilities regarding the Americans with Disabilities Act and the ADA amendments.

Anti-Harassment Awareness - The goal of this training is to define harassment in the workplace and make employees familiar with some of the things that can constitute unwelcome conduct or create a hostile work environment, explain the agency's liability, and inform employees of their complaint filing options.

Fundamentals of Safety and Health - This workshop will help you increase safety awareness and help prevent safety-related incidents.