

JPIA 2017 SUPERVISOR BASICS CERTIFICATION PROGRAM REQUIREMENTS AND COURSE TRAINING OPTIONS CHECKLIST

Program Requirements

The Supervisor Basics Certification Program Specialty requires:

- Completion of training in 21 basic supervisory topics (listed in the table below)
- Completion of five training electives (a job or supervisory-related topic)
 - o Course descriptions and certificates of completion submitted to the JPIA Training Department
- Submission of a nomination for the H.R. LaBounty Safety Award
 1. Complete nomination application on [JPIA Website](#)
 2. Notify training@acwajpia.com (JPIA Training Department) that nomination has been submitted
- Completion of District Management Orientation (see District Management Orientation Completion Form in PDP Guide)

Course Training Options

Available options to complete the Supervisor Basics course requirements are listed below. JPIA offers classroom, webinar, or e-learning options to complete training. Enroll in and complete one training option per topic:

SUPERVISOR BASICS TRAINING OPTIONS:	<i>(Complete ONE option per training topic requirement):</i>					
	JPIA Classroom	JPIA Recorded Webinar	JPIA LMS	TargetSolutions	TargetSolutions SMART Course	Managed Health Network (MHN)
	Instructor-Led	On-Line	E-Learning	E-Learning	E-Learning	Instructor-Led*
TRAINING TOPIC REQUIREMENTS:						
Accident Investigation	<input type="checkbox"/> Accident Investigation					
Communication	<input type="checkbox"/> Communication					<input type="checkbox"/> Effective Workplace Communication
Discrimination and Harassment	<input type="checkbox"/> Discrimination and Harassment			<input type="checkbox"/> Preventing Discrimination in the Workplace	<input type="checkbox"/> SMART Management: Discrimination in the Workplace for Managers	
Documenting	<input type="checkbox"/> Documenting	<input type="checkbox"/> Documenting <i>(avail. late 2017)</i>				
Addressing Personnel Issues (Positive Discipline)	<input type="checkbox"/> Addressing Personnel Issues		<input type="checkbox"/> Employee Discipline		<input type="checkbox"/> SMART Management: Lawful Employee Discipline	

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	Instructor-Led	On-Line	E-Learning	E-Learning	E-Learning	Instructor-Led*
Drug and Alcohol Reasonable Suspicion	<input type="checkbox"/> Drug and Alcohol Reasonable Suspicion			<input type="checkbox"/> Reasonable Suspicion of Alcohol for Supervisors <i>and</i> Reasonable Suspicion of Drugs for Supervisors (both required)		<input type="checkbox"/> DOT Substance Abuse (for Managers/ Supervisors)
Emergency Response Planning	<input type="checkbox"/> Emergency Response Planning					
Ergonomics (Office or Field)	<input type="checkbox"/> Ergonomics (Office or Field)					
Hazard Identification	<input type="checkbox"/> Hazard Identification	<input type="checkbox"/> Hazard Identification				
Hiring Practices	<input type="checkbox"/> Hiring Practices	<input type="checkbox"/> Hiring Practices			<input type="checkbox"/> SMART Management: Lawful Hiring Practices	
New Employee Orientation	<input type="checkbox"/> Onboarding New Staff	<input type="checkbox"/> New Employee Orientation				
Injury/Illness Prevention Program	<input type="checkbox"/> Injury/Illness Prevention Program	<input type="checkbox"/> Injury/Illness Prevention Program				
Managing Generations	<input type="checkbox"/> Generations				<input type="checkbox"/> SMART Management: Getting the Most Out of a Multi-Generational Workforce	<input type="checkbox"/> Intergenerational Workplace Communication
Nuts & Bolts of Supervisor Laws	<input type="checkbox"/> Nuts & Bolts of Supervisor Laws		<input type="checkbox"/> Nuts & Bolts of Supervisor Laws			
OSHA Inspections	<input type="checkbox"/> OSHA Inspections: What to Do	<input type="checkbox"/> OSHA Inspections				

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	Instructor-Led	On-Line	E-Learning	E-Learning	E-Learning	Instructor-Led*
Peer to Boss	<input type="checkbox"/> Peer to Boss	<input type="checkbox"/> Peer to Boss			<input type="checkbox"/> SMART Management: Successfully Transitioning from Team Member to Manager	
Performance Appraisals	<input type="checkbox"/> Performance Appraisals				<input type="checkbox"/> SMART Management: Effective Performance Review Practices <i>and</i> SMART Goals: Setting Effective Targets for Success <i>(both required)</i>	<input type="checkbox"/> Conducting Effective Performance Appraisals
Performance Management	<input type="checkbox"/> Performance Management				<input type="checkbox"/> SMART Management: Coaching for Better Performance <i>and</i> SMART Goals: Setting Effective Targets <i>(both required)</i>	
Risk Transfer	<input type="checkbox"/> Risk Transfer	<input type="checkbox"/> Risk Transfer				
Workers' Compensation Basics	<input type="checkbox"/> Workers' Compensation Basics	<input type="checkbox"/> Workers' Compensation Basics <i>and</i> Return to Work <i>(both required)</i>				
Workplace Violence	<input type="checkbox"/> Workplace Violence	<input type="checkbox"/> Workplace Violence		<input type="checkbox"/> Workplace Violence		<input type="checkbox"/> Preventing Workplace Violence

*MHN is the EAP provider offered through JPIA. If the district is enrolled, it can host MHN training on-site (minimum number of attendees may apply); contact your HR department to determine if your district participates.

Supervisor Basics Specialty - Electives

Course Elective	Date Completed
<input type="checkbox"/> Elective 1:	
<input type="checkbox"/> Elective 2:	
<input type="checkbox"/> Elective 3:	
<input type="checkbox"/> Elective 4:	
<input type="checkbox"/> Elective 5:	