

## **2009 Semi-Annual Training Schedule for Supervisors**

The Personnel Office has developed a training program for new supervisors that will be twice this year. **All new supervisors will be required to attend the training program during their probation period or trial period. *This is a mandatory training requirement for new supervisors. Department Heads are responsible to make sure new supervisors attend.*** All Supervisors are welcome to attend any of the training modules.

**The training programs will be held on the following dates in the Personnel Conference Room:**

**Wednesday, March 4**

**Fall Session To Be Announced**

**(Module 1) 9:00-11:00 AM - Performance Appraisal and Evaluation**

**(Module 2) 11:00- 12:30 PM- Policy Overview and Progressive Discipline**

**(Module 3) 12:45-2:00 PM - Avoiding Sexual and Other Harassment Training**

**(Module 4) 2:00 - 4:30 PM - Workplace Safety/Interviewing**

Just a reminder that the annual Mandatory Supervisor Training will take place in April/ May of this year.  
More detail will be given at a later time.

Please call 851-8158 to register and for additional information.

Information can be found on the Personnel Web page:

<http://www.utahcountyonline.org/Dept/Pers/index.asp> Under "What's New - Training Update "2009 Semi-Annual Training Schedule for Supervisors"