Supervisor Curriculum Track

The following contains the mandatory trainings for any employee hired or promoted to a *supervisory* level.

Customer Service, *Ethics*, and *Workplace Diversity* should be completed within the <mark>first week of hire</mark>. The rest of the trainings should be completed within 18 months of DOH.

1. **Customer Service Standards** (*completed at the dept/div level*)	<mark>Supervisor completes with new employee within first week of hire.</mark> Refresher training every **3** years
2. **Ethics in the Public Sector** (Ethics online training on Inside Pasco)	<mark>Complete within first week of hire.</mark> Refresher training every **5** years
3. **Workplace Diversity** (Workplace Diversity online training on Inside Pasco)	<mark>Complete within first week of hire.</mark> Refresher training every **2** years
4. **Defensive Driving Course** (Defensive Driving online training on Inside Pasco)	Refresher training every **3** years
5. **IS-100 (Intro. To Incident Command System)** (IS-100 online training on Inside Pasco)	Must create a FEMA SID before taking any of the IS courses (see IS-100 Online Training link for instructions). Upload online certificate by creating an account on SERT TRAC website (and email a copy to Training Manager).
6. **IS-700 (National Incident Management System)** (IS-700 online training)	Upload online certificate by creating an account on SERT TRAC website (and email a copy to Training Manager).
7. **IS-200.B (ICS For Single Resource)** (IS-200.B online training)	Upload online certificate by creating an account on SERT TRAC website (and email a copy to Training Manager).
8. **IS-800.B (National Response Framework)** (IS-800 online training)	Upload online certificate by creating an account on SERT TRAC website (and email a copy to Training Manager).
9. **IT Security Awareness** (IT Security online training on Inside Pasco)	Refresher training every **1** year
10. **Effective Communications**	
11. **Hire the Best**	
12. **Leadership/Management Spectrum**	
13. **Performance Evaluation Process** (Performance Eval online training on Inside Pasco)	
14. **Performance Measurements _or_ Project Mgmt. 101**	
15. **Sterling 101**	
16. Review the "Hire to Retire" training packet	

PascoU

STRATEGIC LEARNING FOR BETTER GOVERNMENT