

Managing Mandatory Supervisory Refresher Training 2024

Background:

This document is intended for Executive Officers (EO), Supervisors, IC Mandatory Training Coordinators, and LMS Administrators, to help clarify the roles and processes involved in managing mandatory supervisory refresher training. Information on managing *new* supervisor training can be found at http://trainingcenter.nih.gov/mandatory_supervisory_training.html.

Roles:

NOTE: The Chief Learning Officer has the authority to approve CLPs for cross-NIH training.

What are my responsibilities as an **Executive Officer**?

To help identify or validate training that meets the supervisory training requirement and ensure adherence to the requirement within the IC. Each IC's EO has the authority to determine whether a course meets the required topic areas. [Sandy Giordano](#), with the NIH Training Center, is available for guidance if needed. It may also be the IC EO's role to validate how many Continuous Learning Points (CLPs) a course is worth. Please see the below section on "Meeting the Requirements" for more information. In order to fulfill this role and adhere to the reporting requirements (see the "Reporting" section below for more information), the EO will want to work with their [IC Mandatory Training Coordinator](#) (whom they have, or will be receiving information from, on this requirement).

What are my responsibilities as an **IC Mandatory Training Coordinator**?

IC Mandatory Training Coordinator (ICMTC) updates are currently provided as part of regularly scheduled Training Collaborative Forum (TCF) meetings. ICMTCs are expected to 1) attend and share back to their IC with pertinent information from these meetings, 2) stay abreast of the OPM/HHS Mandatory Supervisory Training Policy and the NIH Guidance and Resources, and 3) communicate mandatory training requirements and information to their IC EO and supervisors, as required by their IC. The IC Mandatory Training Coordinator is responsible for tracking NIH Supervisory CLPs (Continuous Learning Points) using the NIH CLP Transcript Report in the LMS.

What are my responsibilities as an **LMS Administrator**?

LMS Administrators are responsible for supporting their ICs by ensuring that training and development activities are properly tagged in the LMS to generate supervisory training CLPs.

What are my responsibilities as a **Supervisor**?

Supervisors should attend relevant trainings and track their CLPs in the LMS. Supervisors are responsible for discussing their learning plan and needs with their supervisors. The LMS is the reporting system of record to OPM/HHS for the mandatory supervisory training requirements. Questions about the requirement, should be directed to the respective [IC Mandatory Training Coordinator](#).

Definitions:

Supervisor means an individual employed by an agency having authority in the interest of the agency to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment, except that with respect to any unit which includes firefighters or nurses, the term “supervisor” includes only those individuals who devote a preponderance of their employment time to exercising such authority.

Experienced Supervisor means a federal employee who has served a minimum of one year in a supervisory role within the Federal Government.

NOTE: OPM defines supervisory status codes referenced below: OPM Data Standards Supervisor Status Codes.

Code 2 and Code 4 supervisors are required to take supervisory training in their first year. That training does not have a time requirement or recommendation. The requirement is based on content. For example, the NIH Training Center put together a supervisory training for new SESs that is one day, and it covers the requirement. The NIH Training Center also has a three-day course for the rest of the supervisors across NIH. As long as the content is covered, the hours can vary. Also, the way you receive the information can differ (formal training, books, OJT).

Supervisory Refresher training is every three years for experienced supervisors (experienced = 1+ years), and there is the 16-hour requirement. The data call for experienced supervisors will only include Code 2 supervisors.

OPM/HHS Policy:

All **experienced supervisors** must take 16 hours of refresher training every three years. This is an ongoing requirement. The requirements for the refresher training can be found below and under *What are the requirements?* section on the [NIH Resources for Supervisory Training](#) page.

The 4 OPM topic areas below are the only topics required for refresher training:

- Actions, options, and strategies addressing unacceptable performance
- Mentoring employees
- Employee performance improvement and productivity
- Conducting employee performance appraisals

New supervisor training has a longer list of required topics. The requirements for the new supervisor training can be found below and under *What are the requirements?* section on the [NIH Resources for Supervisory Training](#) page:

- Human resource staffing
- PMAP
- Performance management
- Employee and labor relations

- Leave administration
- HHS enterprise systems
- Work life quality
- Employee viewpoint input

Meeting the Requirement:

There are many ways in which to meet the above requirement. The NIH Training Center offers courses that count towards the needed hours or Continuous Learning Points (CLPs) and can be found under the *Where can I take supervisory training?* section of the [NIH Resources for Supervisory Training](#) page.

Supervisors can also meet this requirement through the following:

- Mentoring
- Approved Skillsoft classes
- Deputy Director for Management (DDM) Seminar Series

Continuous Learning Points (CLPs) are credits equal to hours used towards the mandatory supervisory training requirement (or other certifications). In the Learning Management System (LMS) they fall under Continuing Education Requirements.

CLPs are determined by relating the course syllabus to the required topic areas and supervisory skills. If an entire course applies toward the topic areas, then the total course hours or CLPs count towards the requirement (example: 8 hours of course time in the 4 OPM topic areas = 8 CLPs). If only a portion of the course meets the requirements, then that portion is what counts towards the requirement (example: if only 4 hours out of an 8-hour course count towards the topic areas, then only 4 CLPs can be counted).

Tracking Your Course Hours:

Course hours or CLPs need to be tracked in the [Learning Management System \(LMS\)](#). Guidance for adding external training completions with NIH Supervisory CLPs to transcripts in the LMS can be found below.

- [Adding External Learning with CLPs \(Local Learning Registrars or Learning Administrators\)](#)

In addition to tracking these requirements in the LMS, a [Microsoft Excel tracking spreadsheet](#) is also available. This spreadsheet can be used for individuals or groups in order to make entry into the LMS more convenient.

Reporting:

The LMS is the official database of record for training data within OPM/HHS, and the NIH annually reports out. Supervisory CLP reporting guidance can be found below:

- [Supervisory CLP Reporting My Transcript](#)
- [Supervisory CLP Reporting for My Staff](#)
- [Supervisory CLP Reporting as LMS Administrator](#)

For more information on mandatory supervisory training, visit [NIH Resources for Supervisory Training](#) or contact [Sandy Giordano](#), with the NIH Training Center.