

## Recommended Courses Meeting the OPM and HHS Training Content Requirements for Training New Supervisors

Course Title (Vendor)	Online/In Person	Duration	OPM Required Content Areas				Additional HHS Required Content Areas*				
			Improve Employee Performance & Productivity	Identify & Assist Poor Performers	Mentor Employees	Conduct Performance Appraisals	The Art of Supervision	HR Staffing Overview	Performance Management and Appraisal Program	Performance Management	Employee and Labor Relations
<a href="#">NIH-Supervisory Essentials Training (NIHTC)</a>	In Person	24 Hours	X	X	X	X	X	X	X	X	X
Supervisor 101 (HHS) (offered quarterly, contact Alan.Myers@HHS.gov for more information)	In Person	24 Hours	X	X	X	X	X	X	X	X	X

\*The additional HHS Required Content Areas are groupings that cover a wide-array of topics. For a full list of the topics, view the NIH Guidance at [http://trainingcenter.nih.gov/mandatory\\_supervisory\\_training.html](http://trainingcenter.nih.gov/mandatory_supervisory_training.html). As you can see, there may be some overlap between the HHS and the OPM required content areas.

NOTE: This list provides recommended courses for meeting the OPM and HHS required training content areas (listed in the amendment to regulation 5 CFR parts 410 and 412) and is not all inclusive. Individual ICs or other vendors may offer additional courses and or programs that meet the criteria.