

# Managing Mandatory Supervisory Refresher Training

November 5, 2012

## 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](http://trainingcenter.nih.gov/mandatory_supervisory_training.html).

## Roles:

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 or not a course meets the required topic areas. ([Rachel Pemble, Program Manager, NIHTC](#) 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) and be in contact with their [LMS Administrator](#).

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

To attend the regularly scheduled IC Mandatory Training Coordinator meetings, staying abreast of the OPM/HHS Mandatory Supervisory Training Policy and the NIH Guidance and Resources. Communicate the requirements and information to their IC EO and supervisors, as required by their IC. The IC Mandatory Training Coordinator may also be responsible for coordinating the overall IC approach to meeting this requirement. It is up to each IC to determine their internal methods of tracking and reporting based on the above policies and guidance. While HHS will make LMS tracking mandatory eventually, it is not mandatory right now.

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

As the LMS Administrator for your IC or area, it is up to you to possibly assist in the CEP creation, along with adding transcript items for those supervisors who have completed training outside of the LMS or the NIHTC (external courses have to be added manually whereas internal courses are generally already tracked). You are responsible for ensuring that training and development activities are properly tagged in the LMS to generate supervisory training CLPs.

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

To attend relevant trainings and track your CLP's in the LMS. You can add a Continuing Education Plan (CEP) (see the "Tracking Your Course Hours" section below for more information) to your account or work with your LMS Administrator to ensure that your CEP is setup. The CEP will track the number of CLP's that you've accrued. The LMS will also be the reporting system of record to OPM/HHS for the mandatory supervisory training requirements. Please also ensure that you are discussing your learning plan and needs with your supervisor. If you have questions about the requirement, you should contact your 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 (those with position code 2 [\(on the OF8\)](#) are required to take the training, code 4's or other types of management positions are recommended).

**Experienced Supervisor** (those with position code 2 [on the OF8](#)) means a Federal employee who has served a minimum of one year in a supervisory role within the Federal Government prior to December 10, 2009.

## OPM/HHS Policy:

All experienced supervisors must take 16 hours of refresher\* training every three years. This is an ongoing requirement. The first, 3-year period started on December 10, 2009 and runs through December 9, 2012. Refresher training should consist of the following topic areas:

- Four OPM Topic Areas
  - Improve Employee Performance and Productivity
  - Identify and Assist Poor Performers
  - Mentor and Coach Employees
  - Conduct Performance Appraisals
- In addition, once the above 4 OPM topic areas have been met, the 16 hour requirement can include courses that support the NIH Leadership and Management Competencies or Executive Proficiencies. The NIH Competencies can be found at <http://hr.od.nih.gov/workingatnih/competencies/default.htm>.

\*Note: The 4 OPM topic areas are the only ones required for refresher training. **New supervisor** training has a longer list of topics, which can be found at [http://trainingcenter.nih.gov/mandatory\\_supervisory\\_training.html](http://trainingcenter.nih.gov/mandatory_supervisory_training.html).

## Meeting the Requirement:

There are many ways in which to meet the above requirement. The NIHTC offers a list of courses ([NIH Supervisory Refresher Training CLPs](#)) that count towards the needed hours or Continuous Learning Points (CLPs).

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. 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).

Additional resources and guidance are available for refresher training options and ideas at [http://trainingcenter.nih.gov/mandatory\\_supervisory\\_training.html](http://trainingcenter.nih.gov/mandatory_supervisory_training.html).

### **Tracking Your Course Hours:**

Course hours or CLPs need to be tracked in the LMS. LMS tip sheets and resources are available to you below.

The below LMS Tip Sheets will soon be available at: [http://trainingcenter.nih.gov/lms\\_tip\\_sheets.html](http://trainingcenter.nih.gov/lms_tip_sheets.html)

Assigning Continuing Education Requirements as a Learner

Assigning Continuing Education Requirements as a Human Capital Administrator

Viewing Continuing Education Requirements

LMS Information [http://trainingcenter.nih.gov/lms\\_info.html](http://trainingcenter.nih.gov/lms_info.html)

In addition to tracking these requirements in the LMS, a sample Microsoft Excel tracking spreadsheet is also available at [http://trainingcenter.nih.gov/mandatory\\_supervisory\\_training.html](http://trainingcenter.nih.gov/mandatory_supervisory_training.html). 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. An HHS-wide initiative is currently underway to prepare for department-wide reporting on mandatory supervisory training. Additional guidance on reporting will come through the NIHTC as it is made available by OPM/HHS.

For more information on mandatory supervisory training, visit [http://trainingcenter.nih.gov/mandatory\\_supervisory\\_training.html](http://trainingcenter.nih.gov/mandatory_supervisory_training.html) or contact Rachel Pemble at [rpemble@od.nih.gov](mailto:rpemble@od.nih.gov), 720.530.9636.