



OFFICE *of* HUMAN RESOURCES

Mandatory Training for Supervisors

August 2010

Purpose of Presentation

Update on current supervisory requirements

- 5CFR Parts 410 and 412: “Training; Supervisory, Management, and Executive Development”



Update on pending supervisory requirements

- Federal Supervisor Training Acts of 2009 and 2010
- HHS proposed requirements

Background – Current Activities

- NIH Supervisory Training Committee established
 - Develop NIH-wide supervisory training policy
 - Determine structure and content of new supervisor training offered through the NIH Training Center
- HHS Learning Council
 - Giving feedback within HHS on central policy

CY10 Requirements

- Provide training within one year of an employee's initial appointment to a supervisory position
- Required topics include:
 - Mentoring/Coaching employees
 - Improving employee performance
 - Conducting performance appraisals
 - Dealing with unacceptable performance
- Impacts supervisors appointed since December 10, 2009
- Experienced supervisors new to NIH
 - Evaluate if understand four required topics in federal context
 - Training still required on federal information if come from private sector
- No specific class is currently required
- Supervisory training committee is developing a class for future years

Current Options for Meeting this Requirement

- NIHTC has two courses which combined meet the requirement:
 - [Holding Employees Accountable \(9511\)](#)
 - Tuition for 2-day course: \$854
 - [Effective Communication Skills for Managers \(9521\)](#)
 - Tuition for 2-day course: \$571
- In FY11 will consolidate classes into one 3-day session
- ICs may also offer their own programs
- ER 101 and 201 courses include holding employees accountable and PMAP
- Tracking via spreadsheet, a template will be provided

Future Requirements – OPM Regulation

- Existing supervisors must have refresher training every 3 years

Future Requirements – Congress

- **Federal Supervisor Training Acts of 2009 and 2010**
 - Through committee in both branches of Congress
- Adds to OPM list of training topics
- Also includes:
 - Mentoring (all new supervisors must have a mentor)
 - Format (new supervisor training must be instructor-led and interactive)
 - Competencies (supervisor competency assessments required, training must address identified agency gaps)

Future Requirements – HHS Proposed Content

- HR Staffing
 - Hiring Process
 - Hiring Strategies
 - Hiring Authorities
 - Hiring Flexibilities
 - Promotions
- Performance Management and Appraisal Plan (PMAP)
 - PMAP Policy
 - PMAP Plan Development
 - Mid-Year Review Process
 - Annual Rating Process
- Employee Viewpoint Survey Input (addressing specific employee feedback)
- Performance Management
 - Setting Performance Expectations
 - Monitoring Performance
 - Diagnosing Performance Problems
 - Mentoring for Performance
 - Recognizing Positive Performance Outcomes
- Employee and Labor Relations
 - Prohibited Personnel Practices
 - Merit Systems Principles
 - Performance Improvement Plan
 - Disciplinary Options
- Leave Administration
- Enterprise Systems
- Work Life Quality

Supervisory Training Committee Next Steps

1. Finalize an NIH-wide supervisory training policy
2. Work with the NIHTC to design a course for new supervisors
 - Planned for CY11
 - Will incorporate topic areas from all mandates
 - 3-day length
 - Fee-for-service through the NIHTC
 - Tracked via LMS
3. Determine how to implement the 3-year refresher training

Actions Needed from the EOs

Assess current programs your IC offers in meeting the mandatory training for new supervisors requirement

Ensure that new supervisors attend training on 4 mandated topics

Appoint an IC Training Coordinator who will provide support to your IC on mandatory training policy and related processes

IC Training Coordinator Role

- Serve as link between the IC and training organizations
- Relay training information to IC leadership
- Provide support to the IC (and be the IC internal POC) on the NIH supervisory training policy and related processes.
This may include:
 - Coordinating supervisor training tracking and reporting
 - Advising new supervisors on IC recommended course offerings
- Send name of coordinator to Rachel Pemble, rpemble@od.nih.gov, by **August 20**

Committee Members

- Kristen Dunn-Thomason, OHR
- Rachel Pemble-Fahnert, OHR
- Christina Bruce, NCI
- Larry Chloupek, OIR
- Jackie Dobson, OEODM
- Lisa Douek, NIAID
- Hillary Fitis, CC
- Arlyn Garcia-Perez, OIR
- Camille Hoover, NCCAM
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