

Training Manager Supervisor Academy Toolkit

The following information is provided to State training professionals to help their agencies support compliance with required supervisory training.

Tool	Description	Purpose
ADOA Memo Sent to Agency Directors	Memo from ADOA Director, Scott Smith, to Agency Directors and Agency HR and Training Managers informing them of the new Academy launched on November 14 th . The Supervisor Academy FAQ document was attached to this memo.	This is for reference only. It is not necessary to distribute to the general employee population.
Supervisor Academy FAQ	This document provides answers to common questions about the Supervisor Academy.	This document is to help answer questions. It can be distributed to employees or posted on an agency's Intranet.
Supervisor Academy Flyer	This is a promotional flyer describing the purpose and contents of the Supervisor Academy.	This flyer can be displayed in agencies or distributed to employees to promote the required Supervisor Academy.
List of Academy Courses	This is a list of all Supervisor Academy courses with descriptions.	This list can be provided to employees to help them track their progress through the Academy.
How to Take Courses in the Supervisor Academy	This is a brief tutorial on how to enroll in and take courses via YES.	The registration process can be complicated for employees. This document can be distributed to help employees understand how to register for the Academy.
How to Determine Completion and/or Compliance	This document explains how to run completion/compliance reports in HRIS/ETS.	This tutorial describes the types of reports an agency can run and the steps to run reports. It also provides information for obtaining HRIS/ETS security access.
Equivalency List	This is a list of past supervisory training series that are considered "equivalent" to the Supervisor Academy.	This document lists series of courses that are equivalent to the Supervisor Academy. All courses in a previous series must be completed to be considered equivalent. Note: Completions of the Supervisor Academy and equivalent courses have been loaded into SUPERVACAD.
AZ Learning Center Website	This site contains useful information for employees and training professionals.	The ALC website lists courses hosted in YES, as well as information on how to take courses, and other important information. The site is updated regularly.