

SUPERVISOR

A C A D E M Y

Learn more about the practical and legal aspects of supervision! The Supervisor Academy emphasizes the day-to-day skills needed to be a successful supervisor, such as:

Employment Law Monitoring work
Employee Development

Dealing with Difficult Employees Communication

Managing Work

Employee Discipline Performance Planning

Hiring and Separation

Supervisor Academy courses:

- MGT1000 Introduction to Supervision
- LAW1002 Fair Employment Practices
- LAW1007 Americans with Disabilities Act
- LAW1003 Family and Medical Leave Act
- LAW1004 Fair Labor Standards Act
- MGT1001 Filling Vacancies
- MGT1002 Interviewing and Selection
- MGT1003 On-boarding New Employees
- MGT1004 Managing Performance
- MGT1005 Day-to-Day Supervision
- LAW1006 Preventing Inappropriate Behavior and Workplace Harassment
- MGT1006 Corrective and Disciplinary Action
- MGT1007 Off-boarding Employees



To register, login to YES, go to **Employee Training | Registration by Track | Supervisor Academy**, now select **MGT1000** to begin.

Each course takes approximately 30 minutes to complete.



Arizona Department of Administration, Human Resources Division