

Supervisor Development for Civilian Personnel

Length: 1 Day

Summary: This Supervisor Development Course provides Military and Civilian supervisors or managers the administration skills for management and basic supervision.

COURSE CONTENT

- Workforce Planning
- Position Management and Classification
- Hiring
- Merit Systems Principles and Prohibited Personnel Practices
- Performance Management
- Training and Development Recognition
- Incentives and Awards
- Leave Administration
- Workers' Compensation
- Labor Relations
- Problem Solving in the Workplace
- Handling Employee Problems