

Recommended Training

The Executive Branch Management Curriculum

The Executive Branch Management Curriculum focuses on the most important statutes, regulations policies, procedures, and best practices for supervisors employed by the Commonwealth of Kentucky. Participants benefit by gaining an awareness of the extensive regulatory framework in which the Commonwealth complies.

Objectives

- By completing the courses contained within the curriculum, participants will be able to:
 - Effectively manage the performance and behavior of employees
 - Understand the importance of creating a culture of belonging.
 - Identify and discuss behaviors that contribute to a productive work environment.
 - Implement leadership techniques to earn the trust and respect of employees.

The Executive Branch Management Curriculum is for Executive Branch employees who are currently in supervisory positions or employees who are preparing for a position in a supervisory classification.

Courses that are included in the Executive Branch Management Curriculum are:

Required

- 1. New Leaders Program- New Skills, Immediate Results!** (CyberU, Online) In just 45 minutes, earn the TRUST and RESPECT of your team with proven and dependable leadership techniques that will last you a lifetime.
- 2. Managing Employee Performance** (CyberU, Online) Learn and apply a practical approach to managing the performance of employees.

3. DHRA FMLA Training for Executive Branch Employees (Personnel Cabinet-DHRA, Online) This is an in-depth course intended to provide information on the application of the FMLA to Kentucky Executive Branch employees covered under KRS Chapter 18A.

4. KEAP Happiness at Work-For Supervisors (Personnel Cabinet-KEAP, Video) Positive feelings lead to improved work performance and job satisfaction. Fortunately, there are things we can do, even in stressful times, to increase the happiness factor in our work. This program presents ten strategies that boost contentment and happiness on the job.

5. KHRIS Manager Self-Service (MSS) Tutorial (Personnel Cabinet-DHRA, Online) Overview tutorial that provides instruction for each MSS feature.

6. ODET Inclusive Leadership (Personnel Cabinet-ODET, Video) Inclusive leaders actively seek out different perspectives to enhance their decision-making, demonstrate an understanding of the importance of creating a culture of belonging, and embrace opportunities to effectively collaborate with employees throughout the Commonwealth. This course will provide insight and guidance regarding the skills needed to develop these attributes. The topics that will be addressed include inclusive leadership traits, identifying and combatting blind spots, and moving forward strategies to better address the diverse needs of the Kentuckians we serve.

7. GSC Hiring and Selection (Personnel Cabinet-GSC, Online)

- **GSC Hiring and Selection: Before the Interview** (Personnel Cabinet-GSC, Online) This course will address the first segment of the entire Hiring and Selection Process. This course will cover the sub-steps to complete before the job interviews.
- **GSC Hiring and Selection: The Interview** (Personnel Cabinet-GSC, Online) This course will address the second segment of the entire Hiring and Selection Process. The course will cover the sub-steps of holding a job interview.

- **GSC Hiring and Selection: After the Interview** (Personnel Cabinet-GSC, Online) This course will address the final segment of the entire Hiring and Selection Process. This course will cover the sub-steps to complete after the job interviews.

8. **GSC Employee Discipline and Documentation (Personnel Cabinet-GSC, Online)**

- **GSC Employee Discipline and Documentation: What is Discipline?** (Personnel Cabinet-GSC, Online) At the end of this online course, participants will be able to define discipline, especially as it relates to classified employees; understand the difference between corrective action and disciplinary action; and identify the typical steps in progressive discipline.
- **Painless Performance Conversations** (CyberU, Online) A Practical Approach to Critical Day-to-Day Workplace Discussions.
- **The Practical Coach** (Personnel Cabinet-GSC, Video) At the end of the video, participants will be able to apply the practical actions of coaching, training, and providing feedback to employees daily. Also, participants will recognize and demonstrate the “Two-Minute Challenge” when addressing employees’ performance.
- **KEAP: A Supervisor’s Tool** (Personnel Cabinet-KEAP, video) At the end of the video, participants will be able to appreciate and describe to employees the benefits of the Kentucky Employee Assistance Program (KEAP).
- **HR Basics: Workplace Investigations** (Personnel Cabinet-Video) At the end of the video, participants will be able to demonstrate the basic skills to conduct a workplace investigation, when applicable by agency authorities. Content Note: The guidance provided in the video is only one suggested model for how to conduct an investigation; other suggested training may be appropriate, given the facts of the issue at hand. Supervisors should not conduct investigations without express

authority from the agency human resources office of the agency head or designee.

- **GSC Employee Discipline and Documentation: Documentation for Supervisors** (Personnel Cabinet- GSC, online) At the end of this online course, participants will be able to understand the importance and purpose of documentation; reference and apply the best practices to their documentation; and appropriately document employee performance problems.

Training if Applicable (Courses are included in the curriculum)

- 1. How to Effectively Lead a Remote Team** (Personnel Cabinet, Video) With the Coronavirus closures and CDC recommendations, many organizations are choosing to go remote. That includes a lot of teams who have never worked remotely before, presenting many new challenges for leaders. This video addresses challenges leaders need to address in this changing environment and is required for Executive Branch managers telecommuting.
- 2. KHRIS Manager Self-Service (MSS) Time Approval** (Personnel Cabinet-DHRA, Online) This tutorial is for managers utilizing KHRIS Self-Service Time Recording to approve timesheets. The Time Recording feature in the KHRIS Self-Service Center will be available to agencies in a phased approach therefore, it is not currently available to all agencies. Contact your agency's HR office for more information on when your agency will begin using this feature.
- 3. DHRA Performance with a Purpose Zoom Session** (Personnel Cabinet-DHRA, Virtual Instructor-Led Training) This virtual instructor-led training course is required for all Evaluators and Next Line Supervisors who supervise evaluation-eligible employees within the merit system. This course provides an overview of the performance management process and the basic skills needed to manage and evaluate performance, defines, and reviews the three phases of performance management, and the requirements of 101 KAR 2:190. This training should be a prerequisite to the online tutorial "Guide to Performance Management for Evaluators".
- 4. Position Description Training- Supervisors** (Personnel Cabinet-

DHRA, Online) This course is intended for supervisors of KRS 18A merit positions and provides the basic guidelines for creating an effective Position Description (PD). At the end of the course, supervisors should understand the importance of the PD as well as have the basic knowledge of the components necessary in developing a position description. A PD is a statement of the major duties, responsibilities, supervisory relationships, organizational location, and any other aspects of a given position that may be necessary for the assignment of the proper job classification to a position. A PD has multiple uses, and it is very important that these documents are accurate and up to date. Supervisors are responsible for ensuring sound position structure within the organization they lead and have the ultimate responsibility for defining the purpose of a position within their organization.

5. Guide to Performance Management for Evaluators (Personnel Cabinet-DHRA, Online) This tutorial provides the basics of the Performance module in MyPURPOSE and outlines the evaluator's role in the system for Annual Performance Planning, Mid-Year Interim Review, and Year-End Interim Review/Final Evaluation. This training tutorial is required for all evaluators who have employees eligible for performance evaluation.

[Additional Courses Recommended to Supervisors](#)

These workshops are recommended for all supervisors and managers. They will cover the basic information and skills you need to manage or supervise employees in state government.

- 1. Overview of the Merit System** (Personnel Cabinet-GSC, online) Understanding the merit system is an integral responsibility for all supervisors and managers responsible for managing employees in the Executive Branch who work in the classified service. This workshop provides an overview of the merit system and how it provides a foundation for personnel management.
- 2. KEAP as a Management Tool (Personnel Cabinet-KEAP, Virtual Instructor Led Training)** Managers have the responsibility to address performance and behavior deficiencies early. Learn how to focus on the areas where you can make a difference for the employee and the agency.
- 3. GSC Executive Branch Ethics** (Personnel Cabinet- GSC, Online)

The Executive Branch Ethics Commission partnered with GSC to familiarize you, an employee of the executive branch of state government, with the Executive Branch Code of Ethics.

4. ODET Anti-Harassment (Personnel Cabinet-ODET, Video) The Office of Diversity, Equality & Trainings Anti-Harassment Training provides trainees with a broad understanding of harassment and discrimination in the workplace. The training topics include defining harassment, the Personnel Cabinets Policy Statement on Harassment Prevention, identifying unwelcome conduct and hostile environment, understanding agency liability and retaliation, and familiarizing trainees with the complaint filing options for state employees.