

Training Status: Supervisors

Training required as of 01/15/09

Name: _____ Employee Start Date: _____

Employee Mail Code: _____ Supervisor: _____

Date(s) Completed:	Priority*	Mandatory Development Activities [Requirement Reference]
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Advanced Programs (FEI, OPM) _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Advanced Writing Advantage _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Anti Harassment to include Prevention of Sexual Harassment (1-day Refresher) _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Anti Harassment to include Prevention of Sexual Harassment (2-day for new supervisors) _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Career Power _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Collaboration and Partnership Skills _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Credit Hours and Alternate Work Schedules _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Critical Thinking and Decision Making _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	EAP for Supervisors _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	EPA Successful Leaders Program (SLP) _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Ergonomics Training _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Ethics _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Executive Coaching _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Financial Planning: Early Career _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Financial Planning: Mid/Later Career _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Flexiplace Program (on-line) _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Flexiplace Training for Approving Supervisors (on-line) _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fundamentals of Superfund [EO 3500.1, OSWER Directive 9295.9-05] _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Health and Safety (40-Hour) [29 CFR 1910.120 (e)(3), EO 3500.1, EPA Order 1440.2] _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Health and Safety Refresher (8-Hour) [29 CFR 1910.120 (e)(3), EO 3500.1, EPA Order 1440.2] _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Health Fair _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Information Security _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Interest-Based Problem Solving _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Introduction to EAP _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Introduction to Urban Ecology _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Manager's Forum _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Mid-Career Retirement Planning _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	New Employee Orientation _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No Fear Act _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Overcoming Information Overload _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Planning Early for Retirement _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Preparing and Conducting Management Briefings _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Pre-Retirement Planning _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Presentation Skills _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Project Management _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Purchase Card Training for Approving Officials _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Safety and Health Decision Making for Managers _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Seven Habits for Managers _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Supervisor Orientation and Toolkit _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Supervisory Workshop _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Thrift Savings Plan Briefing _____
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	WasteLAN Management Review for Section Chiefs _____

*PRIORITY RANGE: 1 = As soon as available; 3 = Lowest priority

Notice:

Training requirements vary by region. Questions or concerns about training requirements should be addressed to your supervisor or regional training coordinator.