

Schedule of Required Training for New Supervisors

REQUIRED COURSES					
Course	Hours	Description	Duration	Next Avail. Date	Registration
Practical HR Solutions for Supervisors	40	Agency residential LMD class	6 days residential training at Wallops- includes evening sessions	See dates in SATERN	SATERN
Langley Leadership Skills Development Program	40	Classroom sessions led by CLC members and commercial vendors	6 days residential training at Wallops- includes evening sessions	TBD	will be in SATERN
IT Security for Managers	2	On-line training through SATERN	E-Learning - self-paced - annually	On-going	SATERN
CFO 101	6	Classroom session taught by OCFO	Morning portions of a 2-day class	See dates in SATERN	SATERN
Supervisors	3	Classroom session taught by OP	3 hours	TBD	SATERN
ELECTIVE COURSES					
Course	Hours	Description	Duration	Next Avail. Date	Registration
Leading through Effective Communication	40	Agency residential LMD class at Wallops	1 session of 5 days	See dates in SATERN	SATERN
SATERN (SkillSoft Courseware)	Various	Pre-purchased management and leadership web-based training modules	E-Learning - self-paced	Ongoing	Not required
Off-site and On-site courses	Various	Center, Agency and OPM-sponsored training.	Various	Various	OHCM will announce via @LaRC and OHCM calendar. Registration in SATERN.

[Click Here for Safety Information for New Supervisors](#)