HRDG 4752 - Disciplinary or Alternative Actions - Section L

Last Modified:

Subchapter 4752 - Disciplinary or Alternative Action
Section L - Supervisory Training

- Where to Get Training
- Probationary Supervisors
- Supervisory Booklets

Return to 4752 Table of Contents

Where to Get Training	APHIS Organizational and Professional Development (OPD) staff, or the Agency training staff (Management Services Staff [MSS] for P&SA), is responsible for tailoring training to meet the needs of supervisory personnel. Experienced supervisors are encouraged to attend supervisory training every 3 years. OPD can recommend training from sources outside the Agency. Contact the OPD staff on (30l) 734-4990 (or MSS for P&SA) for further information, or contact your servicing regional ERS in PPQ or VS.

Probationary Supervisors

Probationary (or new) supervisors are required to attend the following two courses for a total of 80 hours within their first 9 months of appointment:

- Management Principles for New Supervisors (MPNS); and
- Interpersonal Skills for Supervisors (ISS).

Refer to the APHIS Training & Development Activities for a description and dates of the MPNS and ISS training.

Supervisory Booklets

The following booklets are are beneficial resources for supervisors to read and keep:

1. USDA employee handbook, Employee Responsibilities and Conduct, 1982;
2. Taking Action on the Problem Employee, Office of Personnel Management, 1983;
3. The Federal Manager's Guide to Discipline, FPMI Communications, Inc., 1988;
4. Practical Ethics for the Federal Employee, FPMI Communications, Inc., 1990;
5. Applicable collective bargaining agreements.

Return to 4752 Table of Contents

Print