

2019 Schedule

What is Supervisory Academy?

Supervisory Academy is a certificate training program for City of Oakland Supervisors or Lead Workers looking for professional development opportunities in supervision, management skills and leadership. The academy offers training and overviews of important internal processes relevant to supervisors and managers. It also focuses on supervisory skill development.



How Do I Register?

Use our new online training system: LEAD by going to:
<http://apphub/lead>

CLASS SESSIONS 9:00am-4:30pm	Training Dates
<ul style="list-style-type: none"> Local Government Overview Overview of Legislative Process Contract Compliance Budget Ethics Training Whistleblower Program Day to Day Supervision 	<p>1/24/19</p> <p>5/23/19</p> <p>9/26/19</p>
<ul style="list-style-type: none"> Risk and Safety FEHA and Leaves Disaster Service Worker Training ADA Compliance Citywide Communications Making Meetings Matter 	<p>2/28/19</p> <p>6/27/19</p> <p>10/24/19</p>
<ul style="list-style-type: none"> Equal Employment Opportunity Program / AI 71 Labor Relations Disciplinary Procedure Performance Appraisals 	<p>3/27/19</p> <p>7/25/19</p> <p>11/21/19</p>
HR—Recruitment <ul style="list-style-type: none"> Classification Civil Service Rules, Hiring / Onboarding, Equal Access Effective Emails 	<p>4/25/19</p> <p>8/29/19</p> <p>12/19/19</p>

Questions? Need help with registering?
 Contact Citywide Training
 Andrea Mariano
apomicpic@oaklandca.gov x6475

SUPERVISORY ACADEMY

Internal Government Processes

2019



LOVE LIFE

City of Oakland

HR Classes

(required for certificate)

Recruitment / Classification

- Civil Service Rules
- Recruitment and Hiring
- Classification
- Onboarding
- Equal Access

Safety and Risk

- Accident Reporting
- Risk & Safety
- FEHA / Leaves

Employee Relations

- Labor Relations
- Performance Appraisals
- Disciplinary Procedure

ONLINE REQUIREMENTS

(on Target Solutions)

Sexual Harassment Prevention for Supervisors

AB 1825

Form 700 Filer Training

(if your are a form 700 filer)

Internal Process Classes

Mandatory for all certificate

- Local Government Overview
- Ethics
- Equal Opportunity Program /AI 71
Training
- Disaster Service Worker Training

Required for certificate

All of the above and the following:

- Whistleblower Program (Auditor)
- Overview of Legislative Approval
Processes
- Contract Compliance Overview
- ADA Compliance
- City Communications
- Budget Overview

Use the checklist to track your training progress. Upon completing certification classes, you will receive a certificate of completion and all classes will be added to your training transcript.

Supervisory Skills

Mandatory for certificate

- Day to Day Supervision
- Making Meetings Matter
- Effective Emails

Recommended Classes

Optional

Advancing Racial Equity Academy

- Race and Equity 101
- Implicit Bias and Social Power
- Inclusive Engagement,
Accountability and City
Government
- Implementing Racial Equity

Online Courses

Recommended (no fee)

- Outlook 2016
- Word 2016
- SharePoint 2016
- Excel 2016