

What is Supervisory Academy?

Supervisory Academy is a certificate training program for City of Oakland Supervisors or aspiring supervisors and managers looking for professional development opportunities in supervision, management skills and leadership. The academy offers training and overviews of important internal processes relevant to people who play a lead role in public service.

Supervisory Academy has gone Virtual for 2021

Due to the high demand of the academy, most of our classes fill up. For the health and safety of employees and trainers, all trainings will be held virtually through Zoom .

How Do I Register?

Registration will be offered through Eventbrite and on the monthly training calendars.

Please register for all 4 modules at once. You can locate and subscribe to Oakland Citywide Training on www.eventbrite.com

2021 Schedule

CLASS SESSIONS 9:00am-4:30pm (Thursdays)	Training Dates
<ul style="list-style-type: none"> Local Government Overview Legislative Process Contracts Overview Ethics Training Whistleblower Program Budget Effective Supervision 	Module 1 1/28/21 5/27/21 9/23/21
<ul style="list-style-type: none"> Working Across Generations DSW Training Risk and Safety FEHA and Leaves ADA Compliance Help Desk / 311 Overview 	Module 2 2/25/21 6/24/21 10/28/21
<ul style="list-style-type: none"> Equal Employment Opportunity Program / AI 71 Labor Relations Disciplinary Procedure Performance Appraisals Effective Emails 	Module 3 3/25/21 7/29/21 11/18/21
<ul style="list-style-type: none"> New Employee Orientation Classification Civil Service Rules, Hiring / Onboarding, Equal Access Reducing Hiring Bias 	Module 4 4/29/21 8/26/21 12/16/21

Questions? Need help with registering?

Contact Citywide Training

510-238-3116

citywidetraining@oaklandca.gov

SUPERVISORY ACADEMY

Internal Government Processes

2021

**Citywide Training &
Staff Development
Human Resources Management**



LOVE LIFE

City of Oakland

HR Classes

- 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

You can find these training classes on Target Solutions

AB 1825 Anti-Harassment Training for Supervisors and Managers - California

(required every 2 Years)

AB 1234

CA Local Agency Ethics

(required every 2 Years)

If you are a Form 700 Filer:

Form 700 Filer Training

(required every 2 years)

These are all web based training classes .

Internal Process Classes

Mandatory for certificate

- Local Government Overview
- Ethics
- AI #71 Training
- Disaster Service Worker Training
- Whistleblower Program (Auditor)
- Overview of Legislative Process
- Contract Compliance Overview
- ADA Compliance
- Budget Overview

When you complete the academy requirements, you will be given a completion verification by Citywide Training. We are currently not giving out paper certificates.

You can request a paper certificate and letter by emailing cutywidetraining@oaklandca.gov

Supervisory Skills

- Supervising Effectively
- Working Across Generations
- Effective Emails
- Reducing Hiring Bias

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