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Sikich HR Advisor

Supervisor Training Checklist

Supervisors are an organization's first line of defense against costly employment claims. However, too often the importance of a solid supervisory training and development program is overlooked. Supervisors need to be armed with a clear understanding of employment laws that affect the organization as well as consistent direction of how to manage within the organization's policies.

The following questions will assist in performing a needs analysis to determine training and development needs for your supervisory group.

1. Who is responsible for overseeing the training needs within the organization?

2. Does your organization have a formal training budget? Y/N
3. Who is responsible for scheduling training? _____
4. Who is responsible for monitoring and tracking attendance in training sessions? _____

5. The typical employee handbook refers employees to their supervisor for information/follow-up at least 35 times throughout the document. Are supervisors trained regularly on the contents of the employee handbook and are they able to respond to inquiries? Y/N
Last date of training: _____
6. Are supervisors trained on various employment laws that affect the organization? Y/N
Last date of training: _____
7. Do those in the organization who are involved with interviewing applicants receive proper instruction on interviewing techniques and the legalities of interviewing? Y/N
Last date of training: _____
8. Are supervisors trained in proper disciplinary and termination techniques? Y/N
Last date of training: _____
9. Do supervisors receive training in the organizations anti-harassment and anti discrimination policies? Y/N
Last date of training: _____
10. Are supervisors trained to understand Family Medical Leave Act and proper organization procedures to react to potential leave situations? Y/N
Last date of training: _____
11. Are supervisors trained to understand Americans with Disabilities Act as well as recent amendments broadening the definition of a disability and procedures to react to a request for accommodation? Y/N
Last date of training: _____
12. Are supervisors trained on how to use the organization's performance review form? Y/N
Last date of training: _____

13. Are supervisors trained in proper techniques for writing and delivering a performance review? Y/N
Last date of training:
14. Are supervisors trained in the importance of employee rewards and recognition? Y/N
Last date of training:
15. Are supervisors provided with training to help them understand the organization's pay practices including an overview of the Fair Labor Standards Act? Y/N
Last date of training:
16. What role does the supervisor play in new hire orientation and training for the new hire?
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17. At the end of each training session, each attendee should sign a form which states the type of training complete, date, employee's signature and a signature from a company representative (HR, supervisor, etc). Do you have signed acknowledgements for each training session? Y/N
18. Are the signed acknowledgements placed in the employee's personnel file? Y/N