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U. S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT

DIRECTIVES SYSTEM

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Subject: Training and Employee Development

Approval:

Title: Deputy Director

In order to comply with 370 DM 412, Executive, Manager, and Supervisor Development, the following text is added to TRN-1, Training and Employee Development, dated October 14, 1986.

(26) Supervisory/Managerial Training

a. Probationary Supervisors/Managers

Employees in positions described in the Office of Personnel Management Supervisory Guide and Qualification Standard are subject to a one-year probationary period upon initial appointment to a supervisory or managerial position.

Within the first six months of their initial appointment to a supervisory position, all probationary supervisors are to complete 40 hours of supervisory training. This training must include the performance appraisal process. All supervisors are to complete a minimum of 80 hours of supervisory training within two years of appointment to a supervisory position.

By the end of the second year in the supervisory position, training shall have included such topics as communication, personnel management, labor relations, equal employment opportunity, work planning and scheduling, tracking and appraising work products, internal controls, and management as a profession.

Probationary managers are to receive 40 hours of appropriate formal training; topics to be stressed include: leadership, principles of human behavior, problem solving, communication, counseling techniques, personnel management, planning, program evaluation, performance appraisal, equal employment opportunity, concepts of organization, internal controls, and management as a profession.

CHANGE NOTICE

b. Nonprobationary Supervisors/Managers

For nonprobationary supervisors, a minimum of 8 hours of training must be completed each year. As needed, Bureaus are expected to provide additional training. At a minimum, this training will help to keep supervisors informed on timely issues that bear upon their responsibilities as supervisors.

Both nonprobationary supervisors and managers developmental needs will be reviewed annually. The results of these annual reviews are necessary as a vehicle for planning individual, as well as bureau wide development activities.