

University of Kentucky Supervisors

All University of Kentucky supervisors are required to complete the 15 University SuperVision training courses below. University SuperVision should be completed within 180 days of hire date or position update in SAP.

| Course Title | Delivery Options Available to Complete Training <i>Only complete one of the options for each course.</i> | | |
|---|---|----------|---|
| | Classroom | WBT (WB) | Virtual (VC) |
| SV Americans with Disabilities Act | | X | |
| SV Compensation | X | | X |
| SV Corrective Action | X | | X |
| SV Creating Effective Teams | X | X | |
| SV Employee Coaching and Development | X | | X |
| SV Fundamentals of Diversity | | X | |
| SV Hiring and Interviewing | X | | X |
| SV HR Policies and Procedures | X | | X Includes pre-session video found by clicking on the class title link. |
| SV Key Skills for Delegation | X | | X |
| SV Managing a Safe Workplace | X | X | |
| SV Performance Evaluation | X | | X Includes pre-session video found by clicking on the class title link. |
| SV Personality Differences | X | | X Includes pre-session video found by clicking on the class title link. |
| SV Preventing Discrimination and Harassment | X | | Virtual session can only be completed by Supervisors located off main campus. |
| Discrimination, Harassment and Sexual Misconduct: What You Need To Know WBT is prework for SV Preventing Discrimination and Harassment classroom & virtual session. | | | |
| SV Supervisor Toolkit | X | X | |
| SV UK Overview | | X | |

Register for University SuperVision courses:

| Program Assigned in myUK Learning | Program Not Assigned in myUK Learning |
|--|--|
| <ul style="list-style-type: none"> • Access myUK Learning • Click on the View Program button in your My Learning Assignments tile • Launch any WBT by clicking on the course title. • For classroom or virtual sessions, click on the Register Now icon to see delivery dates and times. | <ul style="list-style-type: none"> • Access myUK Learning • Locate the Find Learning tile and click on the Browse all courses link • On the Catalog screen, click on the Browse by Topics button and select Human Resources by clicking on the right-facing arrow. Then click on the right-facing arrow for the Training and Development option. Click on University SuperVision. • Book the courses individually, via the course listing located in the middle of your screen. <i>Unless the course has SV in the title, it does not satisfy the training requirement for University SuperVision.</i> |

Delivery Methods for University SuperVision

Classroom

University SuperVision offers many of our classes via the traditional classroom. Participants will have the opportunity to interact and network with other University supervisors during these in-person sessions.

Web-based Classes (WB)

Our self-paced, web-based SuperVision classes will allow participants to complete the training session from the convenience of their office, home, or any location where they have a computer with speakers.

To ensure you are using one of the approved SAP web browsers, please check the messages that appear when you launch myUK Learning.

Virtual Classroom (VC)

Our virtual SuperVision courses also allow participants to complete the training session from the convenience of their office, home, or any location where they have a computer and speakers. The speakers are needed to hear the instructor as they conduct the class. These virtual sessions are instructor led and will be scheduled for a specific day and time.

You will receive multiple emails from myUK Learning with reminders about any pre-work, meeting links and handouts. This information will NOT be included in the calendar invite; therefore, we recommend you copy/paste the information into the calendar invite. Please make sure you print any handouts and participant guide associated with the class.

Virtual Classroom with Pre-Work: A few of our virtual sessions have pre-work videos that need to be viewed prior to attending the virtual sessions. These videos can be found within myUK Learning in the Overview tab of the course.

A few days PRIOR to the session: To ensure your device and network connections are properly configured to attend the training, test your connection by clicking on this link:

http://ukconnect.adobeconnect.com/common/help/en/support/meeting_test.htm

- If the **test passes successfully**, you are ready for the meeting.
- If the **test fails**, you will need to contact your local IT support for assistance. Provide them with the information from the connection test results.

Day of the virtual session:

1. Locate the **registration or reminder email** you received from myUK Learning and click on the training link to access the virtual SuperVision session.
2. Close out email and any additional applications you might have open on your PC. This helps keep other applications from interfering with the training session.
3. Please begin the login in process approximately 5 - 10 minutes prior to the session start time. This will allow time for accessing the virtual meeting room.

If you have any questions about University, please contact Donna Vanover or Tommy Leach via email at supervision@uky.edu. To learn more about the University SuperVision training program, you can also access

<http://www.uky.edu/hr/supervision/supervision-program-overview>

In addition to the University SuperVision classes, UK HealthCare supervisors must also complete UK HealthCare's New Leader Academy. If you have questions about that program, please contact Enterprise Learning.