

University of Kentucky Supervisors

All University of Kentucky supervisors are required to complete the 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			
SV Total Compensation		X	
SV Compensation Structure		X	
SV Compensation Wage and Hour		X	
SV Corrective Action	X		X
SV Creating Effective Teams		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 Watch this video before attending the virtual session.
SV Key Skills for Delegation		X	
SV Managing a Safe Workplace		X	
SV Performance Evaluation	X		X Watch this video before attending the virtual session.
SV Personality Differences	X		X Watch this video before attending the virtual session.
SV Preventing Discrimination and Harassment	X		X Virtual session is only for individuals located FULL time off main campus.
Please complete this WBT before attending either the classroom or virtual SV Preventing Discrimination and Harassment sessions.			
SV Supervisor Toolkit		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">Click here to access myUK LearningClick on the View Program button in your My Learning Assignments tileLaunch any WBT by clicking on the course title.For classroom or virtual instructor led sessions, click on the Register Now icon to see delivery dates and times.	<ul style="list-style-type: none">Click here to access myUK LearningLocate the Find Learning tile and click on the Browse all courses linkOn 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

Some University SuperVision classes are available via a 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 University SuperVision classes allow participants to complete the training session from the convenience of their office, home, or any location where they have access to myUK Learning.

When completing the WBTs associated with this program, it is recommended to use Chrome or Firefox as the web browser. If you are using any Apple product, ensure you are **NOT using Safari** because it doesn't work well with myUK Learning. If you complete a WBT and do not **immediately** receive credit in the system, the following steps will help resolve the situation:

- Clear the browser's cache and cookies.
- Close the browser.
- Restart the PC. This will allow any computer updates to install and clear the temporary memory.
- Reopen myUK Learning and the WBT. Proceed to the final slide and you should receive credit. If you don't, send us an email at supervision@uky.edu

Virtual Classroom (VC)

Our virtual University SuperVision classes allow participants to complete the training from the convenience of their office, home, or any location where they have a computer and speakers. These sessions are instructor led and scheduled for a specific day and time.

You will receive multiple myUK Learning emails (**they may go to your Junk or Other folder**) 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.

A few virtual classes have pre-work videos that need to be viewed prior to attending the virtual session. You'll find the link in the myUK Learning registration and reminder emails.

A few days PRIOR to the session: You will need to install the Adobe Connect app using either the Windows or Mac version below:

- For Windows: [Click here to install](#)
- For Mac: [Click here to install](#)

To ensure your device and connections are properly configured to attend the training, test your connection with this link: https://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 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's start time. This will allow time for accessing the virtual meeting room.

If you have any questions about University SuperVision, 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 <https://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.