




DEPARTMENT OF PERSONNEL
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MEMO PERD#73-09
December 11, 2009

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Training Representatives

FROM: Teresa Thienhaus, Director 
Department of Personnel

SUBJECT: MANDATORY SUPERVISORY COURSE DELIVERY CHANGE

The Department of Personnel's Office of Employee Development has revised its delivery method for the Mandatory Supervisory Curriculum. Effective January 1, 2010, the following courses that are available online via the DOP E-Learning platform, will have decreased classroom instruction sessions and move to primarily online offerings.

- Evaluating Employee Performance
- Progressive Discipline Procedures
- Handling Grievances
- Alcohol and Drug Testing

This change will provide State agencies with 24X7, just-in-time learning opportunities to employees who are required to complete these classes, increasing the opportunity for compliance regardless of geographic locale. It will also provide the benefits of increased productivity and cost savings by enabling employees to complete these courses at their desktops, decreasing travel and time away from the office.

These courses meet State training requirements for employees appointed to a supervisory or managerial position and provide an overview of the laws, regulations and processes applicable to the covered subjects as specified in NAC 284.498. (For more information please see <http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec498>).

The classroom instruction version of Interviewing and Hiring will continue to be available until the online version is completed and released.

In an effort to ensure compliance to all applicable State employees, we will continue to offer classroom versions of the entire Mandatory block of 5 classes on a decreased basis thorough a wait listing process to the following: employees of the Nevada System of Higher Education, employees with special needs, and/or employees who are unsuccessful at completing the courses online. If you believe you meet the requirements to attend classroom instruction, please contact one of the following:

Northern region: Michelle Simpson, 775-684-0115 or msimpson@dop.nv.gov

Southern region: Laurie Hamilton, 702-486-2663 or lhamilton@dop.nv.gov

The Office of Employee Development is currently developing hands-on workshops to replace the classroom versions of the above courses. These workshops will be participant-centered and focus on demonstration of understanding and application of competencies, skills, and knowledge to the “real world” and the supervisor’s/manager’s job. The online courses, which focus primarily on laws and regulations, will become pre-requisites for the workshop. We will be piloting the first workshop for Work Performance Standards December 2009. This development process will ensure an understanding of the laws and regulations, as well as provide an ability to practice and apply the knowledge and skills to current situations.

Please direct your questions or comments to Patricia Hoppe, Employee Development Manager, 702-486-2928 or phoppe@dop.nv.gov.

ONLINE COURSES FOR EMPLOYEES

The following online classes are currently available for employees to complete from the convenience of a personal computer on the State of Nevada Silvernet network:

- Sexual Harassment Prevention - Revisited (Online)
- Equal Employment Opportunity (Online)
- Evaluating Employee Performance (Online)
- Progressive Disciplinary Procedures (Online)
- Handling Grievances (Online)
- Alcohol and Drug Testing Procedures (Online)

How to Enroll and Complete DOP Online Courses

1. Direct your browser to the Department of Personnel (DOP) home page (<http://www.dop.nv.gov/>).
2. Click on the link "**Online Training – State Employees Only**" (right side of page) to direct your browser to the DOP e-Learning home page (<http://kaizen.dop-ad.state.nv.us/>).
3. Select the red link titled "**Instructions for Open Enrollment Courses**" located under the Main Menu heading (top-right side of page).

4. Read and follow the instructions carefully.

NOTE: If you are unable to complete the course in one session, you can log off and return later.

Questions or Problems

If you experience any difficulties or have questions, email ellearn@dop.nv.gov or call any of the DOP e-Learning system support team members below.

<p>Northern Nevada Michelle Simpson msimpson@dop.nv.gov (775) 684-0115 Gary Lyon glyon@dop.nv.gov (775) 684-0128</p>	<p>Southern Nevada Naomi Beigel nbeigel@dop.nv.gov (702) 486-0988</p>
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Please distribute this memo to all appropriate employees in your Department/Agency.
Thank you.