

## 12 Steps for Required Supervisory Training Completion Checklist

Training	Completion Date
Annual Feedback	
Classified Job Descriptions and Range Placement	
College of DuPage Hiring Process	
Conflict Resolution	
Continuous Improvement Awareness Training	
How To Supervise People	
Preventing Sexual Harassment	
Safety and Hazardous Materials	
Supervisory Orientation	
Workplace Violence/Drug Free Workplace	
Understanding Budgeting and Purchasing at College of DuPage	
Using C.O.D.'s Classified Discipline Policy for Positive Results	

Keep this checklist handy in your Training folder for a quick reference and where you can file your certificates of completion. Please call Karen Troller, ext. 2649, about any supervisory training questions.