




<b>Approved by:</b> Juan Williams, Commissioner	<b>Policy Number:</b> 12-050 (Rev. 07/01/2023)
<b>Signature:</b> 	<b>Supersedes:</b> 12-050
<b>Application:</b> Human Resources Officers, State Employees	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 8-30-104, T.C.A. § 8-30-105, T.C.A. § 8-30-313	<b>Rule:</b> 1120-08

## Mandatory Learning and Leadership Development

The purpose of this policy is to outline mandatory professional and employee development workshops required for all employees, managers, and supervisors within the Executive Branch of State Government. This policy sets forth the State’s commitment to ensuring compliance with state and federal laws, while developing and sustaining a high performing workforce to achieve the State’s strategic business goals and objectives.

### Mandatory Courses for Employees

It is the policy of the Department of Human Resources (“DOHR”) that all employees are required to participate in the following learning and development workshops.

All employees shall complete the following required courses within three (3) months of hire:

- Respectful Workplace;
- Documenting Performance;
- Open Records and Open Meetings (online);
- Performance Management 2.0 Webinar for Employees (online);
- G.R.E.A.T. Customer Service.

The following course is required for all employees participating in alternative workplace solutions (AWS) and should be completed prior to participating in the AWS arrangement:

- Alternative Workplace Solutions (AWS) Awareness Information for Employees (online).

The State of Tennessee is committed to ensuring that all employees are kept abreast of any changes under state and federal discrimination and harassment laws. To maintain the highest level of compliance, employees are required to annually complete:

- Respectful Workplace Refresher Training (online).

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The following course is required for all new employees in an administrative law judge or hearing officer role within the Executive Branch.

- Serving as an Administrative Law Judge of Hearing Officer (online).<sup>1</sup>

### **Mandatory Courses for Managers/Supervisors**

All managers and supervisors shall complete the following required workshops within three (3) months of hire or promotion:

- Respectful Workplace;
- Documenting and Rating Performance;
- Sexual Harassment (online);
- Proactive Onboarding (online);
- Open Records and Open Meetings (online);
- Performance Management 2.0 Webinar for Supervisors (online)<sup>2</sup>;
- S.M.A.R.T. Performance Planning;
- G.R.E.A.T. Customer Service.

All managers and supervisors shall complete the following required workshops within six (6) months of hire or promotion:

- Performance Coaching;
- Get SMARTer: Coaching for Higher Performance;
- Family and Medical Leave Act ("FMLA") for Supervisors (online);
- Supervisor Essentials.

Managers and supervisors who have at least one (1) employee participating in AWS shall complete the following courses prior to the start of the AWS arrangement:

- Alternative Workplace Solutions ("AWS") Awareness Information for Supervisors (online);
- Change Leadership for AWS Supervisors (face-to-face or virtual);
- Teaming and Engaging in an AWS Environment for Supervisors (face-to-face or virtual).

If an agency has already started the AWS arrangement, supervisors shall complete the courses within six (6) months of the initiation of the AWS arrangement.

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<sup>1</sup> This requirement is pursuant to T.C.A. §§ 4-3-1703(a)(3), 4-5-324(a), which require that DOHR provides training for new administrative law judges or hearing officers within six (6) months of hire.

<sup>2</sup> This course will fulfill the requirement for Performance Management 2.0 Webinar for Employees (online).

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The State of Tennessee is committed to ensuring that all managers and supervisors are kept abreast of any changes under state and federal discrimination and harassment laws. To maintain the highest level of compliance, managers and supervisors are required to annually complete:

- Respectful Workplace Refresher Training (online).

### **Maintaining Learning and Development Records**

Each agency shall maintain a record of every employee's learning and development activities. In order to facilitate the keeping of these records, each state agency shall designate to an employee the responsibility of tracking and reporting learning and development activities as requested by the state agency and/or DOHR. The Edison Enterprise Learning Management system ("Edison ELM") is the official repository for recording attendance and completion of learning and development courses sponsored by DOHR.

Questions regarding this policy may be directed to DOHR's Learning and Leadership Development ("LLD") division.