



N.C. Department of Correction

Human Resource
Training Catalog



Revised January 2011

Human Resource Training Catalog:

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SECTION ONE:

General Information

It is the policy of the State of North Carolina to provide training and development for its employees. Departments and universities have the primary responsibility for assuring that training programs are geared to specific agency needs, are planned, budgeted and established and that their employees participate in these programs. To accomplish the purpose of the state policy, the North Carolina Department of Correction has established a Human Resource Training Section. The mission of the Human Resource Training Team is to provide department employees across North Carolina with quality and convenient learning opportunities consistent with identified student, facility and Department needs. The focus of the Human Resource Training Section is the development and delivery of training programs related to Human Resource Policy and Procedure.

Catalog

A Human Resource Training Catalog has been developed to provide you with a guide to educational opportunities provided by the North Carolina Department of Correction Human Resource Training Section. In this catalog you'll find an overview of the programs offered. Programs may be added to the catalog during the course of the year as they are developed. The Human Resource Training Catalog may be viewed on-line at www.doc.nc.state.us/docper/Training/TrnCatalog.pdf

BEACON

Positions in the Department of Correction that have primary responsibility for performing human resource functions, job duties, tasks and responsibilities in the BEACON/SAP HR/Payroll Operating System will be required to attend training. BEACON/SAP training is only available to positions designated by the Department as Human Resource core users. A procedural guideline for scheduling BEACON training is listed under Section 2.

SECTION TWO:

Division of Human Resource Management Training Scheduling Procedures

1. Class schedules and attendees are determined locally based on the requirements and functional needs of the facility as well as the availability of Human Resource staff to accommodate and schedule such training. Admission is open to any Department of Correction employee approved for attendance by the facility.
2. It is the responsibility of the Human Resource Trainer in the region to advertise, promote and notify each facility of human resource training programs. Methods of communication include attendance at management meetings, e-mail announcements, phone calls and/or memorandums.
3. It is the responsibility of the facility head or designee to request and schedule Human Resource Training.
4. The facility head or designee should notify the Human Resource Trainer in their respective region when there is a need for training. Methods of making a training request may include e-mail, memorandums, phone calls and/or faxes. The request should include:
 - a. Title of Training
 - b. Proposed Dates
 - c. Time
 - d. Location
5. Human Resource Trainer's assigned to the Region will work with facilities to establish specific training dates, locations and timeframes. The Human Resource Trainer will deliver the training, obtain feedback and provide data for training credit.

BEACON Training Scheduling Procedures

Effective April 1, 2009, the BEACON/SAP HR/Payroll operating system was implemented. All positions performing HR functions that required use of the operating system received designated roles to allow performance of specific HR functions. Staff assigned to positions performing these functions were required to attend specific training prior to receiving security to access the system. The majority of staff were trained prior to the implementation date.

The scheduling process below is required for all new hires that are assigned to a position performing HR functions in BEACON/SAP.

1. The human resource professional at the work unit location will review the roles assigned to the position. The following information will be provided via e-mail to Mary Stephenson in the Department of Correction Division of Human Resource Management in Raleigh:
 - a. The full name of the employee in the BEACON/SAP System
 - b. The BEACON/SAP Position Number
 - c. The BEACON/SAP Personnel ID Number assigned to the employee
 - d. The BEACON/SAP Position Title
 - e. The e-mail address of the employee
 - f. Confirmation of the roles to be assigned to the position including any deletion of roles or addition of roles not originally assigned.
2. The Department of Correction Division of Human Resource Management will initiate action required to facilitate system access.
3. The Department of Correction Division of Human Resource Management Training Section will contact the employee with log-on information for BEACON University and to confirm the training date and location for BEACON courses.
4. Basic BEACON/SAP training sessions with display only functions may allow staff some access to view information in the system before attending training or immediately following the training. However, HR functions that require data entry with the potential to impact pay require BEACON/SAP training before security access is granted to the system. In these instances, after the employee completes the scheduled courses, the employee's security access will be granted.

Questions regarding BEACON/SAP training should be directed to the Department of Correction Division of Human Resource Management Training Section at 919-716-3700.

SECTION THREE:

Training Records

1. The Human Resource Trainer shall be responsible for providing an OSDT-1 to record attendance and submitting this record to the appropriate staff member at each facility.
2. Work unit locations shall be responsible for data entry of this information and processing the forms through the Office of Staff Development and Training to ensure that participants receive proper credit for training.
3. When a consortium approach to training is used, regional management and the Human Resource Trainer shall develop a best management practice to ensure that participants receive proper credit for training.

4. The Human Resource Trainer shall be responsible for providing participants with an evaluation form at the end of each training session. Participants shall complete the evaluation and leave it with the trainer. Training participants are encouraged to offer any comments or suggestions related to the training program.

BEACON

Questions regarding BEACON/SAP training records should be directed to the Department of Correction, Division of Human Resource Management Training Section at 919-716-3700.

SECTION FOUR:

HUMAN RESOURCE TRAINING COURSE DESCRIPTIONS

LIST OF COURSES OFFERED:

Administering the State's Discipline and Dismissal Procedures

BEACON/SAP Time Review

Correctional Officer Mentoring

Detection of Drug & Alcohol Use Training for Supervisors (Coordinated thru EAP)

Dispute Resolution Review

Employee Relations Committee Hearings

Employment Interviewing

Family Medical Leave (FML)

In-Range Salary Adjustment

Job Description Writing Workshop

Mediation Training For Respondents

Merit Based Hiring (Executive Order 113)

Regional Benefits Workshop

Short/Long Term Disability

The Appraisal Process (TAP)

TAP Refresher

Violence in the Workplace

Voluntary Shared Leave (VSL)

Worker's Compensation

ADMINISTERING THE STATE'S DISCIPLINE AND DISMISSAL PROCEDURES

OVERVIEW:

OPUS CODE: 0002065

This training session focuses on explaining the components of the Department of Correction disciplinary process. The students attending this course will gain an understanding of recommended guidelines for conducting investigations. The guidelines will expose the participant to information which should assist managers in administering the disciplinary policy and conducting an effective investigation. The students will be instructed in proper questioning techniques, conducting interviews, and how to take notes during such interviews. Policy/Procedure requirements for implementing disciplinary action will be discussed to include: 1) Investigative Summaries; 2) Making recommendations and; 3) The types/purposes of discipline. Students will analyze a situation and recommend a course of action to support discipline.

TARGET GROUP:

This training is offered to personnel professionals, managers and supervisors who deal with employees subject to the State Personnel Act. Examples of types of positions that should attend include: Division Directors, Assistant/Deputy Division Directors, Command Managers, Superintendents, Assistant Superintendents, Captains, Lieutenants, Sergeants, Branch Managers, Judicial District Managers, Administrative Officers and other positions responsible for conducting staff investigations and issuing disciplinary action to employees.

OBJECTIVES:

1. Develop/Enhance the knowledge and skill level of participants in the disciplinary process.
2. Demonstrate an understanding of the sequence and procedures necessary to complete a disciplinary action.

METHODS OF INSTRUCTION:

Lecture, Skill Practices

RECOMMENDED CLASS SIZE:

20 participants

CLASS LENGTH:

8 hours

STUDENT MATERIALS:

Student workbooks will be provided by the instructor(s).

EQUIPMENT:

A TV/VCR is required, LCD Projector, Flipchart

BEACON/SAP TIME REVIEW

OVERVIEW:

OPUS CODE: 0011137

This training is designed to provide participants with the knowledge and skills necessary to become proficient in time entry and proactive in eliminating system errors. The training will familiarize Department of Correction Personnel with methods of recording employee attendance and absences in SAP. The students attending this course will also learn to identify procedures necessary to comply with pay provisions of the Fair Labor Standards Act, State business rules and DOC Policy and Procedures. The students will be instructed on how to properly identify potential errors and how to utilize SAP transaction reports to resolve errors.

TARGET GROUP:

This training is offered to BEACON/SAP Core Users and Time Administrators.

OBJECTIVES:

1. Familiarize Department of Correction Personnel with methods of recording employee attendance in SAP.
2. Identify Procedures necessary to comply with pay provisions of the Fair Labor Standards Act, State business rules and DOC Policy and Procedures.
3. Identify Potential Errors and utilize SAP Reports to Resolve Errors.
4. Provide Clarity of DOC Policy regarding time entry in the BEACON/SAP system.

METHODS OF INSTRUCTION: Lecture

RECOMMENDED CLASS SIZE: 20 participants

CLASS LENGTH: 8 hours

STUDENT MATERIALS: Student workbooks will be provided by the instructor(s).

EQUIPMENT: LCD Projector, Flipchart

CORRECTIONAL OFFICER MENTORING

OVERVIEW:

OPUS: 0007684

The N.C. Department of Correction recently implemented new initiatives to help address difficulties in recruiting and retaining Correctional Officers. One of the strategies to help alleviate the recruiting and retention problems is the development of a Correctional Officer Mentoring Program. The primary goal of the Correctional Officer Mentoring program is to create an assimilation system which addresses the needs and concerns of new employees and helps make them a successful transition into their new work environment. This training consists of (6) training modules that provides Correctional Officer Mentors with the necessary knowledge and skills to be a successful mentor.

TARGET GROUP:

This training is offered to the Correctional Officers that have been approved through the chain-of-command to serve as Correctional Officer Mentors.

OBJECTIVES:

Each of the (6) modules includes specific training objectives. Some of these objectives include:

1. Explain how a mentoring program benefits new employees and the Division.
2. Define "mentor," what mentors do, explains mentor goals, and how they are to be achieved.
3. Lists the components of a successful mentoring partnership.
4. Define "ethics" and ethical conduct.
5. Understand how to motivate employees by cultivating initiative and building enthusiasm.
6. Develop skills in planning and organizing information to aid in training new employees.
7. Define communication and its importance in the training relationship.
8. Identify barriers to effective communication.
9. Define leadership and power.

METHODS OF INSTRUCTION: Lecture, Discussion, Demonstration, Practical Exercises

RECOMMENDED CLASS SIZE: 20 participants

CLASS LENGTH: 24 hours

STUDENT MATERIALS: Student workbooks will be provided by the instructor

DETECTION OF DRUG AND ALCOHOL USE
TRAINING FOR SUPERVISORS
(Coordinated through EAP)

OVERVIEW:

OPUS CODE: 0005475

The Omnibus Transportation Employee Testing Act of 1991 requires alcohol and drug testing of employees in transportation who drive commercial motor vehicles (CMV) requiring a Commercial Driver's License (CDL) to operate. Effective January 1, 1995, the Department of Correction was required to implement an Alcohol and Drug Testing Program. The purpose of the training is to provide supervisors/managers with information concerning the detection of alcohol misuse and drug use.

This training is a joint effort between the N.C. Department of Correction and the Office of State Personnel, Employee Assistance Program.

TARGET GROUP:

The Omnibus Transportation Employee Testing Act of 1991 requires that the Department of Correction offer this training to all supervisors and managers responsible for CDL assignments. Work unit locations with positions requiring a CDL are responsible for identifying appropriate staff to attend this training.

OBJECTIVES:

1. Develop/Enhance the knowledge and skill level of participants in identifying signs of alcohol and drug abuse.
3. Demonstrate understanding of how and when an alcohol test should be administered.

METHODS OF INSTRUCTION: Lecture, Skill Practices

RECOMMENDED CLASS SIZE: 20 participants

CLASS LENGTH: 4 hours

STUDENT MATERIALS: Student materials will be provided by the instructor(s).

DISPUTE RESOLUTION REVIEW

OVERVIEW:

OPUS CODE: 0005488

The Department of Correction has a Dispute Resolution Review process which allows employees to resolve disagreements concerning final performance evaluations. The purpose of this training is to prepare committee members for participation during a dispute resolution review hearing. The focus is on following proper procedures to ensure that all parties are given due process.

TARGET GROUP:

This training is required for Supervisory and Non-Supervisory staff that have been designated by Division Directors to serve as members on Dispute Resolution Review Committees. These committees are responsible for hearing performance management disputes and making recommendations to the Secretary of the Department.

PREREQUISITE:

Employee must attend 12 hour block of The Appraisal Process (TAP).

OBJECTIVES:

1. Identify and define the dispute resolution process.
2. List in writing, disputable as well as non-disputable issues.
3. Identify and demonstrate an understanding of the Dispute Resolution Process for Step 1 and Step 2 appeal procedures.
4. Identify procedures to follow when the issue of discrimination is raised during the hearing.

METHODS OF INSTRUCTION: Lecture, Skill Practice

RECOMMENDED CLASS SIZE: 20 participants

CLASS LENGTH: 4 hours

STUDENT MATERIALS: Student materials will be provided by the instructor(s).

EQUIPMENT: LCD Projector, Flipchart

EMPLOYEE RELATIONS COMMITTEE HEARINGS

OVERVIEW:

OPUS CODE: 0007388

The Department of Correction has an Employee Relations Hearing Committee which allows employees to resolve disagreements concerning disciplinary appeals, administrative grievances, discrimination grievances and appeals of separation due to unavailability. The purpose of this training is to prepare committee members for participation in an Employee Relations Hearing. The focus is on following proper procedures to ensure that all parties are given due process.

TARGET GROUP:

This training is required for all employees that have been designated by Division Directors to serve as members on Employee Relations Committees. These committees are responsible for hearing grievances covered by DOC policy and making recommendations to the Secretary/Designee of the Department.

OBJECTIVES:

1. Familiarize the employee with the Department's Grievance Policy.
2. Define the purpose of the Employee Relations Committee.
3. Define the role of the committee members.
4. Identify eligible employees.
5. Review and discuss the hearing process and procedures.
6. Identify disciplinary actions that are appealable.
7. Familiarize the employee with the Department's Disciplinary Policy and Procedures and the application of the policy.

METHODS OF INSTRUCTION:

Lecture, Class Discussions

RECOMMENDATION OF CLASS SIZE:

20 participants

CLASS LENGTH:

3 ½ Hours

STUDENT MATERIALS:

Student materials will be provided by the instructor(s).

EQUIPMENT:

LCD Projector, Flip Chart or Board

EMPLOYMENT INTERVIEWING

OVERVIEW:

OPUS CODE: 0007022

This training focuses on explaining the components of the Employment Interview process. Employees attending this training will be familiarized with the appropriate laws and federal acts regarding the hiring process, legal interviews and skills needed to make the interview effective.

TARGET GROUP:

This training is offer to personnel professionals, managers, and supervisors involved in the interview process.

OBJECTIVES:

1. List the twelve key landmarks governing the employment process and legal interviews.
2. Identify the nine legal areas of questioning according to the federal laws regarding the rights of the applicant.
3. Define the term "Structured Interview" utilized within the Department of Correction.
4. List two advantages regarding the use of a structured interview.
5. Explain the five phases of a structured interview using the guidelines established by the Department of Correction.
6. List five common pitfalls to avoid when conducting an interview.

METHODS OF INSTRUCTION:

Lecture, Class Discussions

RECOMMENDATION OF CLASS SIZE:

20 participants

CLASS LENGTH:

4 Hours

STUDENT MATERIALS:

Student materials will be provided by the instructor(s).

EQUIPMENT:

LCD Projector, Flip Chart or Board

FAMILY MEDICAL LEAVE (FML)

OVERVIEW:

OPUS CODE: 0002991

The Family Medical Leave class is designed to introduce the student to the Family Medical Leave Act of 1993. The training addresses eligibility, types of situations that qualify for FML, examples of a serious health condition and defines managers, supervisors and employee responsibilities related to FML.

Students are provided work-related situations where they have to interpret and apply FML policies and procedures.

TARGET GROUP:

This training is required for all managers and supervisors responsible for designating FML, acquiring documentation to determine if FML is required, documenting FML on DC-113's properly, and those responsible for submitting information through the chain-of-command.

OBJECTIVES:

1. Develop/Enhance the knowledge and skill level of participants in the application of Family Medical Leave.
2. Demonstrate an understanding of the sequence and procedures necessary to place an employee on Family Medical Leave.

METHODS OF INSTRUCTION: Lecture, Skill Practices

RECOMMENDED CLASS SIZE: 20 participants

CLASS LENGTH: 3 hours

STUDENT MATERIALS: Student workbooks will be provided by the instructor(s).

EQUIPMENT: LCD Projector, Flipchart

IN-RANGE SALARY ADJUSTMENT

OVERVIEW:

OPUS CODE: 0005656

This training session is designed to provide an in-depth explanation of the In-Range Salary Adjustment Program, including policy overviews and interpretation, Department of Correction policies/procedures and administrative guidelines, and a description of the major types of In-Range requests. The training also demonstrates the use of the In-Range forms and worksheets, and provides practical applications of the policy to a number of different In-Range requests.

TARGET GROUP:

Department of correction employees who are initiating or reviewing In-Range requests including; filling out forms and worksheets, and performing related calculations.

OBJECTIVES:

1. Correctly interpret the In-Range Salary Adjustment Policy.
2. Explain policy and answer questions regarding the policy.
3. Administer the policy effectively and consistently.
4. Demonstrate the use of the In-Range Policy and forms.

METHODS OF INSTRUCTION: Lecture, Skill Practices

RECOMMENDED CLASS SIZE: 20 participants

CLASS LENGTH: 8 hours

STUDENT MATERIALS: Student materials will be provided by the instructor(s).

EQUIPMENT: LCD Projector, Flipchart

JOB DESCRIPTION WRITING WORKSHOP

OVERVIEW:

OPUS CODE: 0005489

The object of this training is to teach supervisors and managers how to prepare the two types of job descriptions currently in use within State Government the (PD-OSS-93) for support roles and the (PD-102R) for all other types of positions.

The class is a mix of classification principles/objectives, writing exercises and interactive discussion about salary administration. The object is to have the class learn more about the personnel processes involved and what to expect in an actual classification study. This allows for more realistic expectations of study outcomes as well as reduces anxiety. Most of the format is lecture; however, there are some group writing exercises.

*Note: The purpose of this class is not to actually write and prepare a job description during the class, but to have the tools and format to begin the job description.

TARGET GROUP:

These workshops are typically conducted in conjunction with specialized occupational studies. However, the workshop can be requested for general purposes by managers who seek to update their staff, supervisors and employees on writing job descriptions.

OBJECTIVES:

1. Discuss the responsibilities of the Position Management/Classification Section.
2. Write work activity statements, grouping major job functions and completing in the most appropriate format.
3. Complete Forms to include essential job functions and ADA issues.
4. Identify the uses of a job description and how the salary administration program works in conjunction with the classification process.

METHODS OF INSTRUCTION:

Lecture, Group Writing Activity

RECOMMENDED CLASS SIZE:

20-25 participants

CLASS LENGTH:

5 hours

STUDENT MATERIALS:

Student workbooks/handouts will be provided by the instructor(s).

MEDIATION TRAINING FOR RESPONDENTS

OVERVIEW:

OPUS CODE: 0009257

Department of Correction policy provides an Employee Mediation Process for employees to allow for the prompt, fair and orderly resolution of appeals arising out of employment. The object of this training is to educate respondents representing the Department of Correction in the mediation process and to familiarize them in their role pertaining to the mediation process.

TARGET GROUP:

This training is required for all staff designated by Executive Staff, Division Director's and/or their designee to serve as a respondent during the Appeals process. These individuals represent the agency and have been granted authority to reach an agreement on behalf of the Department to resolve an appeal.

OBJECTIVES:

1. Understand the Department of Correction Mediation Policy and Procedure
2. Define the purpose of mediation
3. Define the role of the DOC Mediation Intake Coordinator
4. Define the role of the respondent in the mediation process
5. Identify the tools used to administer the mediation program
6. Review, Discuss and Promote the mediation process and procedures

METHODS OF INSTRUCTION:

Lecture, Exercises, Role Play Class Discussions

RECOMMENDED CLASS SIZE:

20 – 25 participants

CLASS LENGTH:

8 hours

STUDENT MATERIALS:

Workbook

MERIT BASED HIRING (EXECUTIVE ORDER-113)

OVERVIEW:

OPUS CODE: 0005629

The Department of Correction was mandated to compose a Merit Based Hiring Plan to comply with Executive Order-113. This training covers the policy and procedures for the Merit Based Hiring Plan. Through examples and exercises you will learn how to conduct a job analysis, develop a job posting, screen applications to determine the highly qualified, how to document the employment process and the appropriate procedures for complaints/disputes.

TARGETED GROUP:

This training is mandatory for all employees that have been identified by the Division Directors as Human Resource Professionals for their work location or area.

OBJECTIVES:

1. Identify the components of the Merit Based Recruitment and Selection Plan.
2. Define Job Analysis including responsibilities and procedures required by Human Resource Professionals.
3. Define elements of a job posting and requirements for posting a vacancy.
4. Identify steps for screening employment applications.

METHODS OF INSTRUCTION: Lecture, Skill Practices

RECOMMENDED CLASS SIZE: 20 participants

CLASS LENGTH: 8 hours

STUDENT MATERIALS: Student materials will be provided by the instructor(s).

REGIONAL BENEFITS WORKSHOP

OVERVIEW:

OPUS CODE: 0011138

This training will provide Benefit Administrators a better understanding of policy and procedures as well as maintaining records in the areas of Family Medical Leave, Family Illness Leave, Voluntary Shared Leave, Military Leave, Community Service Leave, Workers' Compensation and Retirement and Disability.

TARGETED GROUP:

This training is offered to Benefit Administrators with the Department of Correction.

OBJECTIVES:

1. Participants will be able to identify the correct procedures for filing a Workers' Compensation claim and for recording time associated with a Workers' Compensation claim.
2. Participants will be able to state the eligibility requirements and the process for maintaining Family Medical Leave, Family Illness Leave, Military Leave and Insurance.
3. Participants will be able to state the process for applying for Disability and Retirement benefits..

METHOD OF INSTRUCTION: Lecture

RECOMMENDED CLASS SIZE: 30 participants

CLASS LENGTH: 8 hours

STUDENT MATERIALS: Student materials will be provided by the instructor(s).

SHORT AND LONG TERM DISABILITY

OVERVIEW:

The Short and Long Term Disability training is designed to explain the Short and Long Term Disability process and procedures to agency Personnel in order for them to provide accurate information and application assistance to employees interested in the benefit. Employees attending this training will review the Disability Income Plan of North Carolina and its three phases; Short-Term Disability, Extended Short-Term Disability and Long-Term Disability. A comprehensive outline of the application process will be covered. This training also addresses all benefits and eligibility requirements.

TARGET GROUP:

This course is offered to agency Short/Long Term Disability Administrators.

OBJECTIVES:

1. Enhance the knowledge of participants in the Disability Income Plan of North Carolina and the enrollment process.
2. Explain Eligibility Requirements, Waiting Periods and Monthly Benefits of Short-Term Disability benefits, Extended Short-Term Disability benefits and Long-Term Disability benefits.

METHODS OF INSTRUCTION: Lecture, Class Discussion

RECOMMENDED CLASS SIZE: 10 Participants

CLASS LENGTH: 4 Hours

STUDENT MATERIALS: Student workbooks will be provided by the instructor.

EQUIPMENT: LCD Projector

THE APPRAISAL PROCESS (TAP)
(PERFORMANCE MANAGEMENT)

OVERVIEW:

OPUS CODE: 0000987

The primary objective of the Performance Management (TAP) training is to prepare supervisory personnel to plan, manage, and appraise employee performance during the work cycle. The class provides the basic background and theory of appraising performance with concentration on the use of documentation/forms and policy to plan, manage and appraise employee performance. The influences of rater biases are also discussed. The training covers personnel transactions and their relationship to various performance management instruments.

Students are given the opportunity in class to participate in skill practice exercises and use the various instruments required to manage and appraise performance. Exercises will allow participants to administer an Interim Review and Final Evaluation.

TARGET GROUP:

This course is required for all managers and supervisors in the Department of Correction. All managers and supervisors at each work location must attend training on The Appraisal Process (TAP) prior to conversion to the new program. This course is also required for all employees that have been designated by Division Directors to serve as members on Dispute Resolution Review Committees.

OBJECTIVES:

1. Develop/Enhance the knowledge and skill level necessary to manage employee performance.
2. Develop skills in using the performance management system effectively.
3. Demonstrate and understanding of how and when to use the system materials.

METHODS OF INSTRUCTION: Lecture, Skill Practices

RECOMMENDED CLASS SIZE: 20 participants

CLASS LENGTH: 12 hours

STUDENT MATERIALS: Student workbooks will be provided by the instructor(s).

EQUIPMENT: LCD Projector, Flipchart

TAP REFRESHER

OVERVIEW:

OPUS CODE: 0000299

This course is designed as a refresher to the original 12 hour TAP class. Specifically, in this class the instructor will go over all of the forms used to complete a TAP package, and open the floor for any questions or problem areas that need further clarification. The instructor may also bring additional examples of completed TAP forms.

TARGET GROUP:

This class is for anyone that has already completed the 12 hour block of TAP, but needs to polish the existing understanding through a refresher class.

PREREQUISITE:

Employees must have already attended the 12 hour block of TAP.

OBJECTIVES:

1. To enhance the understanding of the TAP policies and procedures.
2. To answer questions employees may have since the implementation of TAP.

METHODS OF INSTRUCTION: Lecture, Class Discussion

RECOMMENDED CLASS SIZE: 20 participants

CLASS LENGTH: 4 hours

STUDENT MATERIALS: Students are required to bring the workbooks from their original training in TAP.

VIOLENCE IN THE WORK PLACE

OVERVIEW:

OPUS CODE: 0002986

The Federal Occupational Safety and Health Act of 1970 requires that employers provide employees with a safe and healthy work environment. It is the policy of the Department of Correction to prohibit violence in the work place. The purpose of this training is to provide managers and supervisors with information to assist in identifying signs of potential workplace violence and the duty to report. Procedures for prevention of workplace violence, responding to incidents of workplace violence and reporting policy violations will be addressed.

TARGET GROUP:

This training is required for all managers and supervisors.

OBJECTIVES:

1. Develop/Enhance the knowledge and skill level of participants in identifying signs of potential workplace violence.
2. Demonstrate understanding of how and when to report workplace violence.

METHODS OF INSTRUCTION:

Lecture, Skill Practices

RECOMMENDED CLASS SIZE:

20 participants

CLASS LENGTH:

4 hours

STUDENT MATERIALS:

Student workbooks will be provided by the instructor(s).

EQUIPMENT:

LCD Projector, Flipchart

VOLUNTARY SHARED LEAVE

OVERVIEW:

OPUS CODE: 0002990

The purpose of Voluntary Shared Leave training is to introduce the appropriate procedures for participation in the program including an explanation of the various components required for application. Students will learn the purpose of the Voluntary Shared Leave Program, and identify conditions that do/do not qualify as prolonged medical conditions. The training helps students identify the application/nomination procedures for participation and understand the Leave Without Pay policy as it relates to Voluntary Shared Leave. Also discussed is the responsibility of the employee's work location regarding leave accountability and when participation in the program ends for the recipient. Donor guidelines are explained and when disciplinary action may become necessary relating to the program.

Students participate by working through various exercises and reviewing documentation related to the Voluntary Shared Leave Program. Group, as well as, individual exercises are conducted to reinforce skills.

TARGET GROUP:

This training is required for all Supervisors, Managers, and Personnel Professionals that are responsible for handling paperwork regarding Voluntary Shared Leave, and any employee responsible for filling out or verifying DC-113's (time sheet reports).

OBJECTIVES:

1. Develop/Enhance the knowledge and skill level of participants in the application/donation process for Voluntary Shared Leave.
2. Demonstrate an understanding of the sequence and procedures necessary to complete and process Voluntary Shared Leave applications and donations.

METHODS OF INSTRUCTION: Lecture, Skill Practices

RECOMMENDED CLASS SIZE: 20 participants

CLASS LENGTH: 3 hours

STUDENT MATERIALS: Student workbooks will be provided by the instructor(s).

EQUIPMENT: LCD Projector, Flipchart

WORKERS' COMPENSATION

OVERVIEW:

The Workers' Compensation training is designed to provide information to assist agency personnel in meeting the responsibilities outlined in the Agency Agreement for administering Workers' Compensation claims. Employee's attending this training will review Workers' Compensation laws, NCIC regulations and agency procedures for administering Workers' Compensation claims. The employer's and employee's responsibilities regarding the Workers' Compensation process are explained in detail. Salary Continuation is also defined and the request process is reviewed.

TARGET GROUP:

This course is offered to agency Workers' Compensation Administrators.

OBJECTIVES:

1. Provide current information on Workers' Compensation issues and regulations, as well as NCIC rules and regulations
2. Enhance the knowledge and skill level of Workers' Compensation Administrators
3. Establish and effective communication network to promote employee relations and cost containment methods
4. Increase motivation to improve workplace safety

METHODS OF INSTRUCTION: Lecture, Class Discussion

RECOMMENDED CLASS SIZE: 10 Participants

CLASS LENGTH: 4 Hours

STUDENT MATERIALS: Student workbooks will be provided by the instructor.

EQUIPMENT: LCD Projector