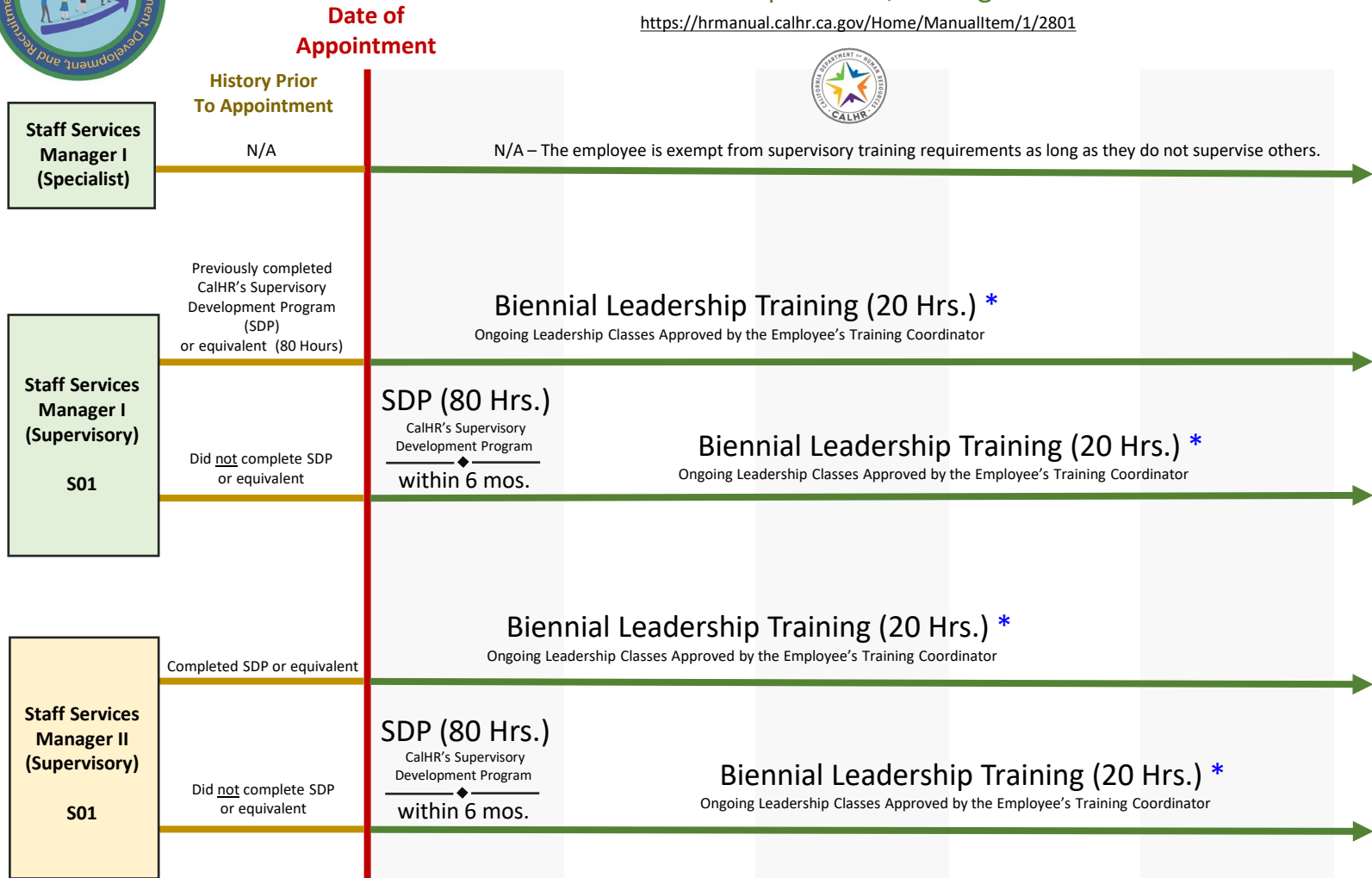




Mandatory Leadership Training Requirements for California State Supervisors, Managers and Executives

<https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2801>



* The two-year period for the biennial training requirement begins either upon the end of the probation period or completion of initial training requirements for newly appointed CEAs, managers, and supervisors, whichever comes first. Biennial leadership training is cyclical. Employees must get 20 hours of leadership training every two years for as long as they are in a supervisory, managerial, or executive position.



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Date of Appointment

History Prior To Appointment

Staff Services Manager II (Managerial) M01	Previously completed CalHR's Management Development Program (MDP) or equivalent (40 Hrs.)	Biennial Leadership Training (20 Hrs.) * Ongoing Leadership Classes Approved by the Employee's Training Coordinator
	Did <u>not</u> complete MDP or Equivalent	MDP (40 Hrs.) – within 12 mos. CalHR's Managerial Development Program
Staff Services Manager III (Managerial) M01	Previously completed CalHR's Management Development Program (MDP) or equivalent (40 Hours)	Biennial Leadership Training (20 Hrs.) * Ongoing Leadership Classes Approved by the Employee's Training Coordinator
	Did <u>not</u> complete MDP or Equivalent	MDP (40 Hrs.) – within 12 mos. CalHR's Managerial Development Program
Career Executive Assignment (Exempt)	Previously completed CalHR's Executive Development Program (EDP) or equivalent (20 Hours)	Biennial Leadership Training (20 Hrs.) * Ongoing Leadership Classes Approved by the Employee's Training Coordinator
	Did <u>not</u> complete EDP or Equivalent	EDP (20 Hrs.) – within 12 mos. CalHR's Executive Development Program

NOTE: If a new SSM II (Managerial) (M01) has not taken SDP, they may be required to do so at the discretion of their Department.

NOTE: If a new SSM III (Managerial) (M01) has not taken SDP, they may be required to do so at the discretion of their Department.

NOTE: If a new CEA (Exempt) has not taken SDP or MDP, they may be required to do so at the discretion of their Department.

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