

Promoted Supervisors Training Checklist



Please use this checklist to help you meet your training requirements as a newly promoted Supervisor.

Training for Newly Promoted Supervisors

Course/Activity	Access Through	Deadline	Date Completed
<input type="checkbox"/> Paycom Supervisor Training - ILT (REQ) Instructor Led <i>*L&D will mark you complete for the training after you attend.</i>	HUM	2 weeks	
<input type="checkbox"/> Discrimination and Harassment in the Workplace: Supervisor (REQ) (65m)	MetroU	4 weeks	
<input type="checkbox"/> Americans with Disabilities Act: Supervisor (REQ) (30m)	MetroU	4 weeks	
<input type="checkbox"/> Wage and Hour Rights and Responsibilities: Supervisor (REQ) (30m)	MetroU	4 weeks	
<input type="checkbox"/> Introduction to Federal Employment Law: Supervisors (REQ) (30m)	MetroU	4 weeks	
<input type="checkbox"/> FMLA: Leave Rights and Responsibilities: Supervisor (REQ) (17m)	MetroU	6 weeks	
<input type="checkbox"/> Learning Path: Becoming a Manager (OPT) (9h 20m) Recommended for job descriptions listing at least two years managerial experience	MetroU	16 weeks	