# 2-DAY SUPERVISOR ORIENTATION (VIRTUAL)

## FOR NEWLY PROMOTED OR NEW HIRE MANAGERS/SUPERVISOR/FOREWORKERS

To Register: Pathlore Student Learning Portal, select course code PL908

| DAY ONE - Thursday | | | | |
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| **Time** | **Class Title** | **Description** | **Department** | **Dept. Resource** |
| **8:30 - 9:00** | Welcome and Overview of Workforce Development | Orientation welcome, agenda and logistics. Overview of Workforce Development services: training, performance management, recognition and career programs | HR Workforce Development | Kimberly Davis kimberly.davis@bart.gov |
| **9:00 - 10:00** | Performance Management | Overview of Performance Management principles, team engagement, setting expectations and accountability standards. | HR Workforce Development | Cynthia Fields cynthia.dields@bart.gov |
| **10:00 - 11:00** | Budgets Overview for Supervisors | Overview of Operating Budgets (the annual budget development process, ongoing budget/actual reviews, financial reports and position control) and Capital Budgets(what is a capital project, how they are funded and administrative elements). | Operating and Capital Budgets | Lisa Hicks l.hicks@bart.gov |
| **11:00 - 11:45** | The OCIO at BART | Overview of OCIO. IT Pillar of BART. Project Portfolio Management Office. Enabler of Strategic Initiatives, Service Management. IT Help desk, Key Applications andtools used District-Wide. | Office of the Chief Information Officer (IT) | Sowmya Pillai s.pillai@bart.gov |
| **11:45 - 12:30** | **Break for lunch** | | | |
| **12:30 - 1:30** | Supervisor Role In System Security Awareness | Understand your role in keeping the District safe and secure. Learn how your employees are part of BART's "eyesand ears" for reporting suspicious behavior. Learn about the signs and signals of terrorism and how to incorporate the "See Something, Say Something" philosophy in your work group. | Police | Matthew Cromer mcromer@bart.gov |
| **1:30 - 2:15** | Working and Supervising Represented Employees | Learn about tools and resources available. Understand what to do and who canhelp with contract questions, discipline issues and grievances filed. | HR Labor Relations | Iris Clay iclay@bart.gov |
| **2:15 - 5:00** | Time Approval | Learn all about entering and approving time for your staff.Topics include: multiple shifts, holidays, entering leaves,no pay, overtime and short cuts. | Time and Accounting Administration (TAAD) | Theresa S. Leung t.leung@bart.gov |

| DAY TWO - Friday | | | | |
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| **Time** | **Class Title** | **Description** | **Department** | **Dept. Resource** |
| **8:30 - 10:30** | Post-Accident and Reasonable Suspicion Training | Learn to identify the signs and symptoms of drug andalcohol use as specified under the FTA and DOT regulations. | Substance AbusePrograms | Mohammad Momand mmomand@bart.gov Erika Ramirez erika.ramirez@bart.gov |
| **10:30 - 11:45** | Employee Leave Types and Return to Work Program | Understand supervisor roles when an employee needs leave for medical reasons or returns to work from leave.Learn about all leave types including: Workers' Comp.,Disability, FMLA, and Kin Care, as well as reasonable accommodation and TMA. | Leave Programs | Yvette Ybarra yybarra@bart.gov |
| **11:45 - 12:30** | Prevention of Violence in the Workplace | Examine the causes, warning signs and risk factors associated with violence in the workplace. Understandyour responsibilities and the process of preventing violence in the workplace. | Leave Programs | Yvette Ybarra yybarra@bart.gov |
| **12:30 - 1:15** | **Break for Lunch** | | | |
| **1:15 - 3:15** | Prevention of Sexual Harassment & Other Workplace Harassment | Understand supervisors' roles & responsibilities in upholding EEO policies and in preventing sexual harassment and other forms of workplace harassment(State of California compliant). | OCR- Course Number:CR014 | Trent Alvarado trent.alvarado@bart.gov |
| **3:15 - 4:00** | Procurement Policies and Procedures | Learn about procurement guidelines, contract management, purchasing, Go-Cards and logistics | Procurement | Jasmine Gacusan jgacusa@bart.gov |
| **4:00 - 4:30**<br>**4:30 - 5:00** | Recruiting and HR Information System Services | Meet your Talent Acquisition, HRIS and HR Shared Services staff. Learn how to initiate a recruitment processor temp help, manage your position control number, employee reports and security and network access. Learn how HRIS queries can help you understand and manageyour team. | Talent Acquisition/ HRIS and HR SharedServices | Recruitment Robert Posadas rposada@bart.gov<br>HRIS Christian Martinez cmarti3@bart.gov |

For questions, please reach out to Kimberly Davis in Workforce Development at kimberly.davis@bart.gov or workforcedevelopment@bart.gov

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