

MANDATORY SUPERVISORY TRAINING REQUIREMENT WORKSHEET

Please mail or scan and e-mail your responses by April 30, 2014, to:

ATTN: Grayson Bedwell
Human Capital Management Division/OMES
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Agency			
Agency Number		Date	

Report completed by:

NAME	TITLE	PHONE

Reporting period: January 1 through December 31, 2013.

1.	Number of agency employees as of June 30, 2013	
2.	Number of agency supervisors as of June 30, 2013	
3.	Number of those who completed mandatory training	
4.	Number of those who partially completed mandatory training	
5.	Number of those who did not complete any mandatory training.	

Please indicate below the primary reasons why supervisors may not have been able to complete mandatory supervisory training.

Thank you for your assistance!