

Coaching & Discipline



Leave Management



Module 2 Performance Management

Learn how to clearly define performance expectations to ensure both employee and department success. Pick up pointers on providing justification for ratings achieved to avoid appeals & ensure employees are properly rewarded. Learn how to navigate through the new EPE forms.

Module 1 Coaching & Discipline

Learn what coaching & counseling does for a supervisor & then for an employee in order to achieve your department's and division's mission. Learn how to give employees every opportunity to succeed by applying coaching & discipline aimed at improving/ correcting their behavior or performance. Learn how to conduct workplace investigations & how to deal with insubordination. Learn about progressive discipline & the disciplinary appeals process.

Register Now!

These courses are designed to give you real-life examples and tools that you can immediately implement in your jobs.

Contact your Human Resources Specialist to register **today!**

Module 4 Leave Management

Learn the law regarding FMLA & Disability Leave, breaks & lunch, and providing comp time for OT hours worked. Learn the intricacies of the varying City Leave types, such as military leave, administrative leave, discretionary leave & catastrophic leave. Also learn more about the City's no-fault attendance policy.

Module 3 Recruitment

Learn tips for expediting the hiring process. Learn how to customize your job posting to attract qualified candidates. Learn where you can find the bank of interview questions and the requirements for creating your interview panel.

SUPERVISOR EXCELLENCE TRAINING 1.0

CITY OF SAN ANTONIO
HUMAN RESOURCES DEPARTMENT

Community Chest
FMLA Qualifying
Events



Chance
What kind of
discipline
should I use?



Community Chest
Time Saver!
Learn how to post
a job and hire 2
weeks faster!



Learn how to use
the new EPE forms!

Chance



Recruitment
GO



Performance Management

