

## University of Kentucky Supervisors

All University of Kentucky supervisors are required to complete the University SuperVision training courses below. University SuperVision should be completed within 180 days of hire date or position update in SAP.

Course Title	Delivery Options Available to Complete Training <i>Only complete one of the options for each course.</i>		
	Classroom	WBT (WB)	Virtual (VC)
SV Americans with Disabilities Act		X	
SV Compensation			
SV Total Compensation		X	
SV Compensation Structure		X	
SV Compensation Wage and Hour		X	
SV Corrective Action	See Note Below		X
SV Creating Effective Teams		X	
SV Employee Coaching and Development	See Note Below		X
SV Fundamentals of Diversity		X	
SV Hiring and Interviewing	See Note Below		X
SV HR Policies and Procedures	See Note Below		X Watch this <a href="#">video</a> before attending the virtual session.
SV Key Skills for Delegation		X	
SV Managing a Safe Workplace		X	
SV Performance Evaluation	See Note Below		X Watch this <a href="#">video</a> before attending the virtual session.
SV Personality Differences	See Note Below		X Watch this <a href="#">video</a> before attending the virtual session.
SV Preventing Discrimination and Harassment	See Note Below		X
Please complete this <a href="#">WBT</a> before attending either the SV Preventing Discrimination and Harassment session.			
SV Supervisor Toolkit		X	
SV UK Overview		X	

**NOTE:** Currently all instructor-led courses are only being offered as virtual (VC) sessions until further notice.

## Register for University SuperVision courses:

Program Assigned in myUK Learning	Program Not Assigned in myUK Learning
<ul style="list-style-type: none"> <li>Click <a href="#">here</a> to access myUK Learning</li> <li>Click on the <b>View Program</b> button in your My Learning Assignments tile</li> <li>Launch any WBT by clicking on the course title.</li> <li>For classroom or virtual instructor led sessions, click on the <b>Register Now</b> icon to see delivery dates and times.</li> </ul>	<ul style="list-style-type: none"> <li>Click <a href="#">here</a> to access myUK Learning</li> <li>Locate the <b>Find Learning</b> tile and click on the <b>Browse all courses</b> link</li> <li>On the Catalog screen, click on the <b>Browse by Topics</b> button and select <b>Human Resources</b> by clicking on the right-facing arrow. Then click on the right-facing arrow for the <b>Training and Development</b> option. Click on <b>University SuperVision</b>.</li> <li>Book the courses individually, via the course listing located in the middle of your screen. <i>Unless the course has SV in the title, it does <b>not</b> satisfy the training requirement for University SuperVision.</i></li> </ul>

## Delivery Methods for University SuperVision

### Classroom

**NOTE:** Currently all instructor-led courses are only being offered as virtual (VC) sessions until further notice.

### Web-based Classes (WB)

Our self-paced, web-based University SuperVision classes allow participants to complete the training session from the convenience of their office, home, or any location where they have access to myUK Learning.

When completing the WBTs associated with this program, it is **recommended to use Chrome or Firefox as the web browser**. If you are using any Apple product, ensure you are **NOT using Safari** because it doesn't work well with myUK Learning. If you complete a WBT and do not **immediately** receive credit in the system, the following steps will help resolve the situation:

- Clear the browser's cache and cookies.
- Close the browser.
- Restart the PC. This will allow any computer updates to install and clear the temporary memory.
- Reopen myUK Learning and the WBT. Proceed to the final slide and you should receive credit. If you don't, send us an email at [supervision@uky.edu](mailto:supervision@uky.edu)

### Virtual Classroom (VC)

Our virtual University SuperVision classes allow participants to complete the training from the convenience of their office, home, or any location where they have a computer and speakers. These sessions are instructor led and scheduled for a specific day and time.

You will receive multiple myUK Learning emails (**they may go to your Junk or Other folder**) with reminders about any pre-work, meeting links and handouts. You will also receive a calendar invite containing this information. Please make sure you print any handouts and participant guide associated with the class.

A few virtual classes have pre-work videos that need to be viewed prior to attending the virtual session. You'll find the link in the myUK Learning registration and reminder emails along with the calendar invite.

Before the virtual session, please access this site <https://helpx.adobe.com/adobe-connect/connect-downloads-updates.html> to download the latest version of the Adobe Connect app. You will have options for both Windows and Mac along with options for mobile. This site will also provide troubleshooting tips for Adobe Connect.

## Day of the virtual session:

1. Locate either the **calendar invite**, the **registration or reminder email** you received from myUK Learning and click on the training link to access the virtual session.
2. Close email and any additional applications you might have open on your PC. This helps keep other applications from interfering with the training session.
3. Please begin the login in process approximately 5 - 10 minutes prior to the session's start time. This will allow time for accessing the virtual meeting room.

If you have any questions about University SuperVision, please contact Donna Vanover or Tommy Leach via email at [supervision@uky.edu](mailto:supervision@uky.edu). To learn more about the University SuperVision training program, you can also access <https://hr.uky.edu/training/supervision/supervision-program-overview>

## UK HealthCare Supervisors

In addition to completing the University SuperVision program, you must also complete UKHC Leadership Launch required by UK HealthCare. If you have questions about those leadership training requirements, please contact Enterprise Learning.