

**This training is Mandatory for All (State and Federal) who supervise any
Adjutant General's Department, State of Kansas Employees**

Supervisory Training

What will be covered?

- What is a Supervisor
- Supervisor Basics
- Documentation
- Time Sheets
(how to complete)
- Attendance Issues
- Discipline
- Workers Compensation
- FMLA
- Performance Appraisals
(how to complete)
- Hiring
- Questions

Sign up is required,

Seating is limited

**This is a Mandatory
Training for Supervisors
or Managers of any
Adjutant General's
Department State
of Kansas
Employees!**

Dates:

TOPEKA

April 13th Room 115 East Nickell Armory 9 AM to 4 PM
April 27th Room 115 East Nickell Armory 9 AM to 4 PM
May 11th Room 169 Eisenhower Trng. Ctr. 9 AM to 4 PM
May 25th Room 169 Eisenhower Trng. Ctr. 9 AM to 4 PM
June 8th Room 169 Eisenhower Trng. Ctr. 9 AM to 4 PM
June 22nd Room 169 Eisenhower Trng. Ctr. 9 AM to 4 PM

Ft. Riley

April 6th CFTA's Conference Room 7 AM to 3 PM
April 20th CFTA's Conference Room 7 AM to 3 PM

Salina

May 4rd KRTI #3 Eckert Hall 9AM to 4 PM
May 5th KRTI #3 Eckert Hall 9 AM to 4 PM

One Day Training