

# Primex<sup>3</sup> Supervisor's Academy *Curriculum*

## **Day 1 - 8:30 AM - 4:00 PM**

Welcome and Introductions  
Role of the Supervisor/Supervisor as Leader  
The Importance of Human Factors  
Lunch (Provided)  
Recruitment, Selection, & Orientation (With Exercise)  
Basics of Personnel Law/Documentation/Harassment  
Assessment Exercise

## **Day 2 - 8:30 AM - 4:00 PM**

The Supervisor Employee Relationship: Motivation and Coaching  
The Quest for the Healthy Employee  
Lunch (Provided)  
Administering the Personnel Plan (Basics)  
Administering the Personnel Plan exercise  
Assessment Exercise

## **Day 3 - 8:30 AM - 4:00 PM**

Insurance Coverage and Risk Management  
Rules to Live and Work By (Ethics)  
Lunch (Provided)  
Understanding the Workers' Compensation Claims Process (Game Format)  
Building on Diversity in the Workplace  
Assessment Exercise

## **Day 4 - 8:30 AM - 3:00 PM**

Team Building and Creative Problem Solving  
Lunch (Provided)  
Situational Leadership/Supervisory Solutions (Case Studies)  
Assessment Exercise