

Supervisors and Managers

2023-2024 Annual Training



ASCIP recommends this training schedule for any district supervisor or manager. Courses in **bold** are mandatory by State or Federal codes. All others are highly recommended by your ASCIP Risk Services Training Department especially for those new to managerial roles. Call the ASCIP Training Coordinator to sign up your staff now! (562) 404-8029

Schedule	Activities
July	Review District Emergency Action Plans including Fire Prevention
August	Sexual Harassment Prevention for Managers/Supervisors (Every 2 years)  Mandated Reporter 
September	Suicide Prevention  Diversity for Supervisors 
October	Portable Fire Extinguisher Use (Annually)  CPR/First Aid
November	Accident Investigations for Supervisors and Managers 
December	Effective Leadership  A Manager's Core Skills 
January	Ergonomics for Managers 
February	Alcohol and Drug Awareness for Supervisors 
March	Bloodborne Pathogens (Annually)  Injury, Illness and Prevention (One time) 
April	Goal Setting in the Workplace  How to Manage Your Time Effectively 
May	Treat Everyone Like a CEO: A Leadership Strategy and Networking Exercise 
June	Are You Really Listening?  Powerful Listening Skills 

 This course is available online at www.ascip-elearn.org



ASCIP ❖ 16550 Bloomfield Avenue ❖ Cerritos, California 90703 ❖ (562) 404-8029