

EXECUTIVE ORDER NO. 14-84  
Training Of Newly-Appointed Supervisors and Managers

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I, W. WILSON GOODE, Mayor of the City of Philadelphia, with the authority vested in the office of the Mayor by the Philadelphia Home Rule Charter, do hereby order the following:

1. Establishment. This order establishes the directive that all newly-appointed supervisors and managers be required to complete a supervisory or management training program within their probationary period.
  
2. Purpose. The purpose of this order is to assure that all newly-appointed supervisors and managers be prepared to assume a leadership role. No other positions have more influence on productivity, absenteeism, morale, employee relations and task accomplishment than the supervisory and management positions.
  
3. Roles and Responsibilities.
  - a) Personnel Director

The Personnel Director's role will be to:

    1. Establish through policy, a relevant supervisory and management curriculum of not less than five (5) days in duration.
    2. Establish criteria for instructional quality.
    3. Assist departments or agencies in conducting their own supervisory program by providing them with an approved curriculum and instructor training.
    4. Make ongoing evaluation of training programs conducted by departments.
    5. Offer a timely schedule of supervisory and management courses.
    6. Provide timely reports to the Civil Service Commission and the Mayor on the status of the City's supervisory and management training program.

b) Appointing Authorities

The Appointing Authority of each department will be required to:

1. Insure that supervisors and managers attend the mandated training during their probationary period.
2. Provide the Personnel Department with instructional resources, if needed.
3. Conduct supervisory training programs for their own supervisors when necessary under the direction of the Personnel Department.

c) Supervisor and Manager Role

It is the responsibility of the newly-appointed supervisor and manager to actively participate in the formal learning experience being provided and to do everything possible to apply what is learned.

4. Current Supervisors and Managers. Within the next year, all present supervisors and managers must complete at least a one-day training program, to be established by the Personnel Department in cooperation with departments or agencies, unless they have completed similar training satisfactory to their appointing authorities within the last two years. Such waiver must be made with the concurrence of the Personnel Director.
5. Effective Date. This order shall be effective January 1, 1985.

  
W. WILSON GOODE, Mayor

DATE: Dec. 4, 1984