

Attachment O
Presentation on District Training

Sacramento Municipal Utility District (SMUD)

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Supervisor, Training & Fair Employment

Training & Development at the District

- Both centralized & decentralized
- Corporate training housed in HR
- Training committees (grassroots)
- Mixture of required and elective training
- Both in-house trainers and external vendor led classes
- Focus on both performance and development

Corporate Learning - Role

- *Focus on District-wide learning & employee development to meet the needs of both supervisors and employees*
- *Development of enterprise wide competencies and skills*
- *Assist the District in meeting its strategic goals - Corporate strategic learning plan
(New for 2005)*
- *HR compliance (mandatory training)*

Corporate learning services

- Services include: training, 1:1 coaching, team building and facilitation
- Corporate calendar & customized learning
- Utilize variety of learning modalities (Classroom, e-learning, actors, blended, etc)
- Internal and external training providers

Current program offerings

- New Employee Orientation x 4
- Career development
- Supervisory/Leadership skills
- HR policy compliance (Ethics; harassment)
- Communication skills
- Interpersonal skills
- Project and Process management

Current Initiatives at SMUD

- Leadership Behavior Models
- Peer Coaching
- Supervisor training - revamping
- NEO & Onboarding initiatives
- Corporate Calendar
- Training Management System (LMS)
- Tuition reimbursement
- Training subcommittee projects

Mandatory training - 2005

Course Title	Managers & Supervisors		Non-Supervisory Employees		# of Hours
	Required for 2005	Required One Time Only	Required for 2005	Required One Time Only	
Behavior Based Interviewing (for Supervisors)		X			8
Ehics	X		X		1
Fire Safety Awareness	X		X		0.5
Injury and Illness Prevention		X		X	1.5
New Employee Orientation		X		X	6+
Sexual Harassment (legal req)	X				2.5
Supervisory Skills Development - The Basics		X <i>For supervisors/mgrs appointed after 12/31/02</i>			24
Violence in the Workplace		X		X	1
Workstation Ergonomics or Prevention of Musculoskeletal Disorders		X <i>required every 2-3 years for those operating VDTs</i>		X <i>required every 2-3 years for those operating VDTs</i>	1.5
Workplace Diversity (includes harassment training)		X	X		2.5
Hours	4 hours	49+ hrs	4 hours	14 hours	