NEW SUPERVISOR ONBOARDING



Self-Paced Courses for SoCalGas Leaders

The following courses are available to all SoCalGas leaders through My Learning:

1. **Supervisor & Employee Safety Responsibilities**

   At SoCalGas, safety is one of our core values. As a supervisor, knowing your role and the role your employees play in maintaining a safe work environment will play a large part in your success. In this web-based course you will learn about the Injury and Illness Prevention Program (IIPP) and the behaviors expected from you and your employees. You will participate in an interactive exercise that will help you to learn where to locate information on various topics concerning safety and expected behaviors.

2. **Leading Performance Management Conversations**

   This eLearning course provides an overview of performance management conversations, including both performance appraisals (represented employees), and Touchpoint conversations (management employees). The course gives a foundation of coaching and performance management for all people leaders.

3. **What is Labor Relations?**

   In this course you will learn what Labor Relations is, what services are provided, and the distinctions between Labor Relations and Human Resources. We'll be covering key content that will help new supervisors when working with represented employees.

4. **Working with Medical Leaves of Absence**

   In this web-based course you will learn about some of the most common medical leaves of absence including Sick Leave and Family Sick Leave, Leave under the Family and Medical Leave Act and the California Family Rights Act, and Pregnancy Disability Leave. You will also learn about your role as a supervisor in facilitating these leaves and how to effectively partner with Employee Care Services (ECS).

5. **Reasonable Accommodations and the Interactive Process**

   In this course supervisors will learn about what they can do to help accommodate their employees with disabilities. They will also learn about the laws governing these issues, possible remedies, and how they and their employees should work with Employee Care Services to find the right solutions.

6. **Worker's Compensation: What Supervisors Need to Know**

   This course will cover the purpose and benefits of workers' compensation, how to assist your employees who are injured on the job or become ill due to the job, help workers to properly complete paperwork, and utilize the SIMS system for reporting. You will also learn about how to partner with Employee Care Services (ECS) regarding workers' compensation issues.

7. **Employment and Compensation Law (Curriculum)**

   a. **NSOP - Employment and Compensation Law: Part 1 - Terms and Concepts**

   b. **NSOP - Employment and Compensation Law: Part 2 - Pay & Work Schedules**

   c. **Employment and Compensation Law: Knowledge Check**

      In this course you'll apply the information you learned from reading the Employment and Compensation Law (Part 1 and Part 2) documents to common work-related situations.

SoCalGas A Sempra Energy utility

SoCalGas University
Inspiring Minds. Building Skills.