

## City of Little Rock Supervisory Equivalent Training (SET) Program Completion List

<b>Employee Name</b>	<b>Employee ID</b>
<b>Job Title</b>	
<b>City Department</b>	

<b>SET Core Curriculum - Employee Must Complete all 12 Hours of SET Core Curriculum*</b>		
<b>Course Title</b>	<b>Length</b>	<b>Date Attended</b>
Supervisor Employment Law - What Every Leader Must Know about Personnel Law	1 Hour	
Harassment Prevention - Preventing Workplace Harassment, Discrimination, and Retaliation	1 Hour	
FLSA and Time Management - Recognizing the Differences between Exempt and Non-Exempt Employees	1 Hour	
ADA and FMLA - Addressing Absences and Return to Work Issues for (Injuries, Illnesses, Pregnancies, and Military Leave)	1 Hour	
Violence in the Workplace - Early Warning Signs and Symptoms for Crisis Prevention and Intervention	1 Hour	
Communication Skills - Learning How to Communicate with Tact and Credibility	1 Hour	
Hiring and Interviewing Skills - Learn the City's Requirements for Effective Hiring Practices	2 Hours	
Documentation 101/FOIA - What is Subject to the Arkansas Freedom of Information Act?	1 Hour	
Workplace Safety - Learn What is Covered by Workman's Compensation and How to Reduce Workplace Injuries	1 Hour	
Reasonable Suspicion - How to Recognize Potential Substance Use/Abuse and the City's Disciplinary Action Guidelines	2 Hours	
	12 Hours	

<b>SET Electives - Employee Must Complete 3 Hours of SET Elective Courses*</b>		
<b>Course Title</b>	<b>Length</b>	<b>Date Attended</b>
	3 Hours	

This employee has now successfully completed the City of Little Rock's Supervisory Equivalent Training (SET) Program

<b>Employee (Printed Name and Signature)</b>	<b>Date Completed SET</b>

<b>Human Resources (Printed Name and Signature)</b>	<b>Date Approved</b>

\* All courses (including electives) may be taken in any order. Courses must be completed within 24 months in order to count for SET Program completion

\*\* Any courses taken after January 1, 2014 may be counted towards SET Program completion.