UNIVERSITY *of* ALASKA

January 29, 2026

Greetings,

We're pleased to share that the *UA Supervisor Development Program* is now in a soft rollout phase, marking an important milestone in strengthening supervisory practice across the University of Alaska. Below are details on the program and required training.

Thank you to everyone who contributed! This program was shaped by extensive input from employees across UA. Your feedback and advocacy informed both the content and the tools included, ensuring the program is practical, relevant, and aligned with our shared values and real supervisory needs.

Training Requirements & Timeline

All UA supervisors are required to complete the Supervisor Foundations training **by June 30, 2027,** regardless of how long they have been at UA. Training can begin now and be completed through one of two formats:

- Online version (Phase I- available now), or
- In-person sessions (Phase II- beginning Fall 2026)

After completing the foundations program, supervisors must complete a short **refresher course annually**.

Phase I: What's Available Now

As part of this initial rollout, the following are available:

1. Supervisor Foundations Training (On-demand, Online)
   We recommend one course per month over six months. Sections include:
      - *Leadership Basics*
      - *Change Management*
      - *Communication Skills*
      - *Teamwork*
      - *Performance Management*
      - *UA-Specific Application*

2. UA Supervisor Handbook: Your Toolkit for Leading at UA

   A comprehensive, practical toolkit to support supervisors in day-to-day supervision at UA. This resource complements the training and provides UA-specific guidance, tools, and references.

3. Required Training Status Dashboard

Supervisors are responsible for ensuring their employees complete required training. They can view their training status and that of their direct reports using this tool. HR Coordinators may also use this tool to assist.

Phase II: In-Person Sessions

Starting in Fall 2026, in-person sessions will be offered each fall and spring at all three universities. System Office employees are welcome to attend sessions at the university closest to their location. More information will be shared as we approach launch.

Want to know more about the program's objectives?

The Supervisor Development Program establishes a UA-wide baseline of supervisory expectations and equips supervisors with the tools to apply them consistently. Key goals include:

- Building a shared understanding of effective supervision
- Strengthening leadership and communication skills
- Enhancing conflict resolution and team effectiveness
- Promoting positive and productive work environments
- Supporting employee performance and development
- Providing UA-specific contacts, tools, and guidance through the Supervisor Handbook

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Thank you for your partnership and engagement in this important work. We're excited to continue building strong, consistent, and effective supervisory practices across the University of Alaska.

If you have any questions, please contact me at ua-hrtraining@alaska.edu or visit the UA Supervisor Development and Resources page.

All the best,

Margo Griffith, Director
UA HR Talent Acquisition and Development

#Emailed to Supervisors 1/29/26; HR website; UA News 2/6/26