

From: [Comprehensive Administrative Review](#)
To: [facultynotify](#); [staffnotify](#)
Subject: February 2019 CAR Update
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The Comprehensive Administrative Review (CAR) committee is committed to providing monthly updates on our progress against the key initiatives identified in our Kennesaw State-specific CAR report. The report and KSU projects, which are updated monthly, are listed on the CAR website, accessible here: <http://oie.kennesaw.edu/car/>.

This month, we are highlighting New Supervisor/Manager Training.

In January 2019, the Center for University Learning (CUL) launched new supervisor/manager training. The program is for supervisors/managers who are new to KSU or are newly promoted to a position with direct reports. The purpose of this training is to provide policy, procedural and administrative information and resources to supervisors/managers. All current supervisors and managers who would like to be refreshed on the content are also welcome to attend.

The training is comprised of the following four sessions, which are led by the departments listed below:

- Session A: Human Resources (part 1) and CUL
- Session B: Office of Fiscal Services (OFS) (part 1)
- Session C: Office of Institutional Equity and Human Resources (part 2)
- Session D: Legal Affairs and OFS (part 2)

Participants must complete all four sessions to successfully complete the program. To enroll in each session or learn more about the content of each session, please visit: https://cul.kennesaw.edu/programs/new_supervisor_and_manager_onboarding.php.

Last month, we highlighted Internal Communications. As a reminder, please remember to visit and subscribe to KSU Today (ksutoday.kennesaw.edu) to receive a daily digest of announcements.

Please do not hesitate to send comments or questions to CARupdate@kennesaw.edu.

Thanks for all you do at KSU!

