

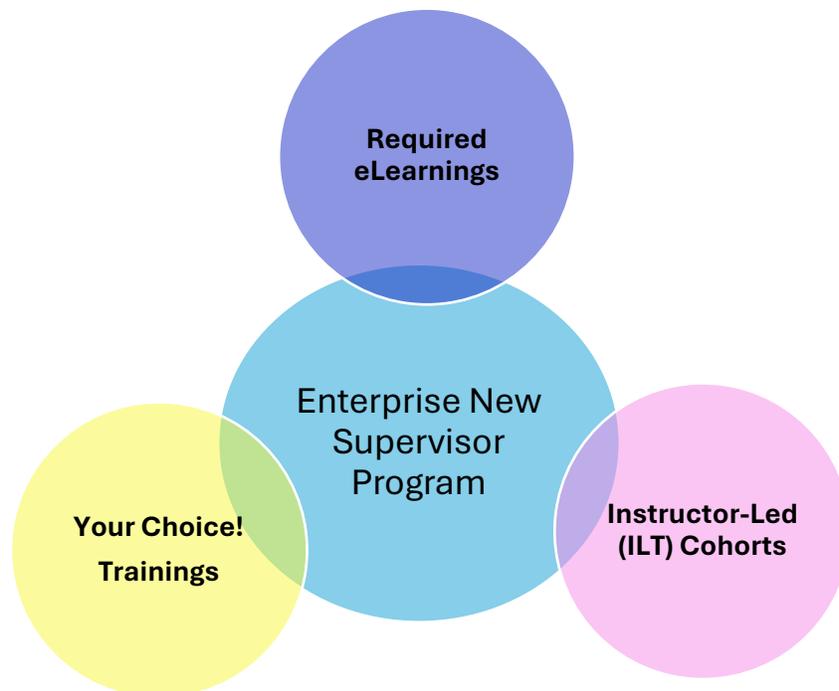
How to Register for or Assign Enterprise New Supervisor Program

Congratulations on becoming a new supervisor in state service!

All new supervisors must complete new supervisor training within one year of starting the position, per WI Stat §230.046(2) (2). Agencies are responsible for ensuring compliance with the statute.

The Bureau of Training and Development offers an Enterprise New Supervisor Program that meets statutory requirements. Agencies may use this program, or they may create their own. Please see the Enterprise New Supervisor Program Overview for more details about the program.

The Enterprise New Supervisor Program consists of three (3) components



These three components are bundled in the [Enterprise New Supervisor Program](#) curriculum in Cornerstone.

Accessing the Enterprise New Supervisor Program in Cornerstone

There are two ways to access the Enterprise New Supervisor Program in Cornerstone.

- 1) Agencies may assign the Enterprise New Supervisor Program curriculum.
- 2) Agencies may choose to have new supervisors self-register.

Please check with your agency HR department to determine their process. See additional information below to understand the differences between assigning the curriculum and self-registering for it.

For Agencies That Assign the Enterprise New Supervisor Program Curriculum

- Agencies should determine who will assign the curriculum, e.g., HR, the supervisor of the new supervisor, etc.
- To access the [Enterprise New Supervisor Program](#) in Cornerstone, select the linked title and log in to STAR ESS. You will be taken directly to the curriculum.
- Use the [Assign Training to Your Team](#) job aid to assign the curriculum.
- All supervisors may assign training to their direct reports. Please contact the appropriate regional learning management system administrator (listed on page 6) if you have questions about access or need help assigning.

For Agencies That Choose Employee Self-Registration

- If your agency chooses to have new supervisors self-register for the [Enterprise New Supervisor Program](#), select the linked title and log in to STAR ESS. You will be taken directly to the curriculum.
- Register for the program. Please use the [Register for Training](#) job aid if you need help with any of the steps.
- Please check with your agency to determine if registration requires supervisor approval. If it does, your supervisor will receive a request to approve from Cornerstone. You might want to check if they received it after you register.

Completing the Enterprise New Supervisor Program

As mentioned above, your agency will either assign you the Enterprise New Supervisor program or you will self-register. Either way, the 3-part curriculum will appear on your learner transcript in Cornerstone. **You must finish all three parts to complete the Enterprise New Supervisor Program.**

1) eLearnings

- You will automatically be able to access the eLearnings when you are assigned or register for the program.
- Complete all the eLearning modules in order. You will apply the information in these modules during the Instructor-Led (ILT) Cohort.
- You must complete all the modules before you may register for an Instructor-Led Cohort.
- When you have completed all the required eLearnings, Cornerstone will automatically mark this section of the curriculum complete. You will then be able to register for an Instructor-Led Cohort.

2) Instructor-led (ILT) Cohorts

- Once you've completed all the required eLearnings, you may register for an ILT Cohort.
- Select one of the virtual or in-person sessions for the 6-day Instructor-Led Cohorts listed in the curriculum. You must attend all six (6) days.
 - Cohorts meet for 6 days, with Day 6 held three months after Day 5.
 - The ILT Cohorts are offered monthly. Choices include:
 - Days 1-5 in a single week (virtual)
 - Days 1-3 one week, and days 4-5 the following week (virtual)
 - Days 1-5 in a single week (in-person)
 - Please see the ILT Cohort schedule on the next page for more details about upcoming dates, times, and formats.
- After you have attended all 6 days of the Instructor-Led Cohort, Cornerstone will automatically mark this section of the curriculum complete.

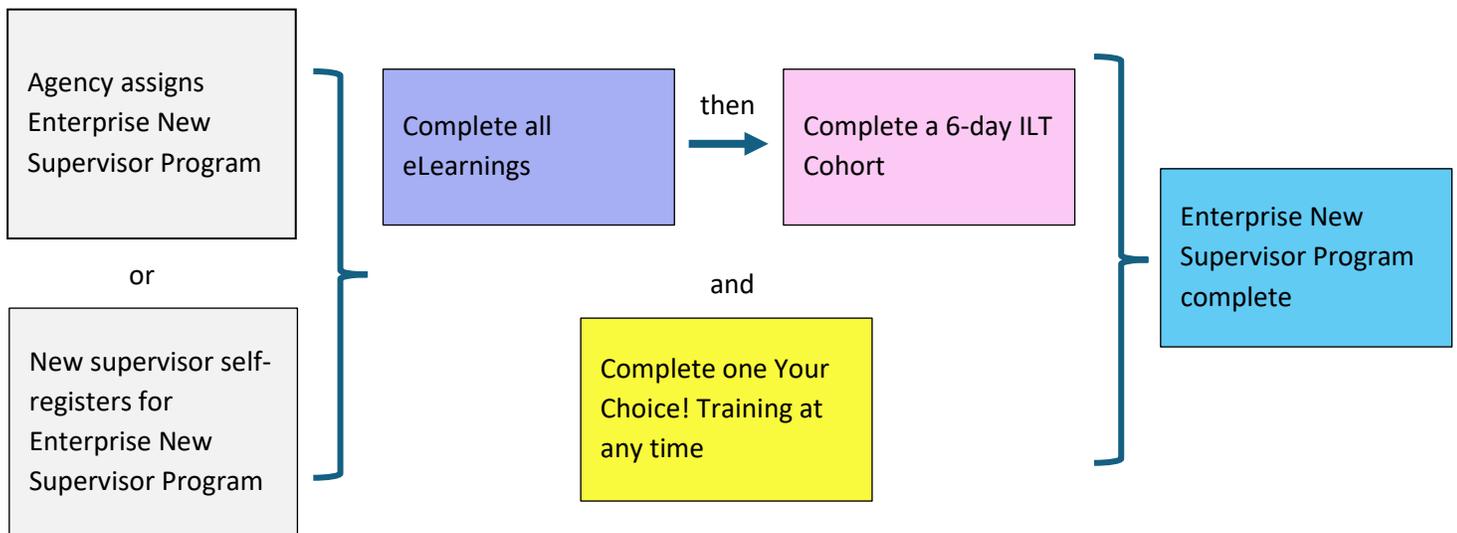
Upcoming ILT Cohort Dates

Dates for Days 1-5	Times for Days 1-5	Date for Day 6	Time for Day 6	Format
March 16-20, 2026	9:00am-12:00noon	June 25, 2026	9:00-11:00am	Virtual
April 7-9, 2026, and April 14-15, 2026	9:00am-12:00noon	July 15, 2026	9:00-11:00am	Virtual
May 4-8, 2026	9:00am-12:00noon	August 5, 2026	9:00-11:00am	Virtual
June 16-18, 2026, and June 23-24, 2026	9:00am-12:00noon	September 24, 2026	9:00-11:00am	Virtual
July 20-24, 2026	9:00am-12:00noon	October 15, 2026	9:00-11:00am	In-Person
August 17-21, 2026	9:00am-12:00noon	November 19, 2026	9:00-11:00am	Virtual
September 15-17, 2026, and September 22-23, 2026	9:00am-12:00noon	December 16, 2026	9:00-11:00am	Virtual
October 19-23, 2026	9:00am-12:00noon	January 20, 2027	9:00-11:00am	Virtual
November 10-12, 2026, and November 17-18, 2026	9:00am-12:00noon	February 24, 2027	9:00-11:00am	Virtual
December 7-11, 2026	9:00am-12:00noon	March 16, 2027	9:00-11:00am	Virtual

3) Your Choice! Trainings

- You will automatically be able to select a Your Choice! training when you are assigned or self-register for the Enterprise New Supervisor Program. You must complete one training to finish the curriculum.
- Select and register for one of the trainings from the list in the Cornerstone curriculum.
- You may register for a Your Choice! training at any time. You do not need to complete the eLearnings or Instructor-Led Cohort first.
- Cornerstone will automatically mark this section of the curriculum complete after you have attended the training.
 - If you have previously taken one of the Your Choice! trainings, Cornerstone will automatically mark this section of the curriculum complete. However, to build supervisory skills, new supervisors are encouraged to register for a Your Choice! training you haven't already completed.
- You may take more than one Your Choice! training if you choose.

Summary of Accessing and Completing the Enterprise New Supervisor Program



Need help or more information?

- For questions about the Enterprise New Supervisor Program, please contact Chrys Mursky at chrys.mursky@wisconsin.gov.
- For questions about the Instructor-Led Cohorts, please contact Deanna Schulz at deanna.schulz@wisconsin.gov and Chad Franson at chad.franson@wisconsin.gov. Please copy both to ensure they can respond to your message in a timely fashion.
- For questions about accessing the Enterprise New Supervisor Program curriculum in Cornerstone or for help assigning the curriculum, please contact your regional learning management system administrator.

Region 1: doabtdregion1training@wisconsin.gov

Region 2: doabtdregion2training@wisconsin.gov

Region 3: doabtdregion3training@wisconsin.gov

Region 4: doabtdregion4training@wisconsin.gov