



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

December 3, 2025

Memorandum for Chief Human Capital Officers, Managers and Supervisors

From: Veronica E. Hinton
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Workforce Policy and Innovation

Subject: **New Governmentwide Supervisory Training**

In its June 17, 2025 memorandum titled [Performance Management for Federal Employees](#), the U.S. Office of Personnel Management (OPM) stated that, beginning in Fiscal Year 2026, all supervisors must successfully complete a course on supervisory skills including employee recognition and awards, hiring/firing, performance management (including drafting effective performance goals, elements and standards), and discipline. OPM stated that it would provide supervisory training to help agencies meet this requirement.

To fulfill this requirement, OPM is excited to announce the launch of the “[Performance Management for Supervisors](#)” training, which can also be found within the [Federal Performance Management Toolkit](#) (issued September 11, 2025). Within the Toolkit, OPM is providing the Sharable Content Object Reference Model ([SCORM](#)) files which will allow agencies to place the training within their Learning Management Systems.

At the end of the training, supervisors will be ready to set clear expectations, deliver quality feedback, document fairly, reward excellence, and take timely action when needed—all while building an engaged, high-performing team through transparency, accountability, and collaboration.

Agencies should announce this new training to all supervisors no later than December 17, 2025, and along with the requirement that all supervisors must complete the training no later than February 9, 2026. In addition, new supervisors must complete the training within 1 year of appointment to the supervisory position. For questions contact Performance-Management@opm.gov. Agencies are reminded that OPM’s Human Resources Solutions (HRS) office is available in addition to conduct in-person supervisory trainings. HRS can be contacted at HRStrategy@opm.gov.

Component-level human resources offices must contact their agency headquarters for assistance. Employees must contact their agency human resources offices for further information.

Cc: Deputy Chief Human Capital Officers and Human Resources Directors,

Attachment 1: Sample Agency Head (Or Designee) Email to Supervisors

Dear agency employees,

We are excited to announce that the U.S. Office of Personnel Management (OPM) has launched the “[Performance Management for Supervisors](#)” training. This on-demand training, partnered with OPM’s with the [Federal Performance Management Toolkit](#), equips supervisors with the knowledge and tools to effectively manage employee performance and accountability. Through this training, supervisors will be ready to set clear expectations, deliver quality feedback, document fairly, reward excellence, and take timely action when needed—all while building an engaged, high-performing team through transparency, accountability, and collaboration.

Supervisors should coordinate their participation with the [insert agency HR office here] to complete the training no later than February 9, 2026. For questions, please contact [insert agency contact here].