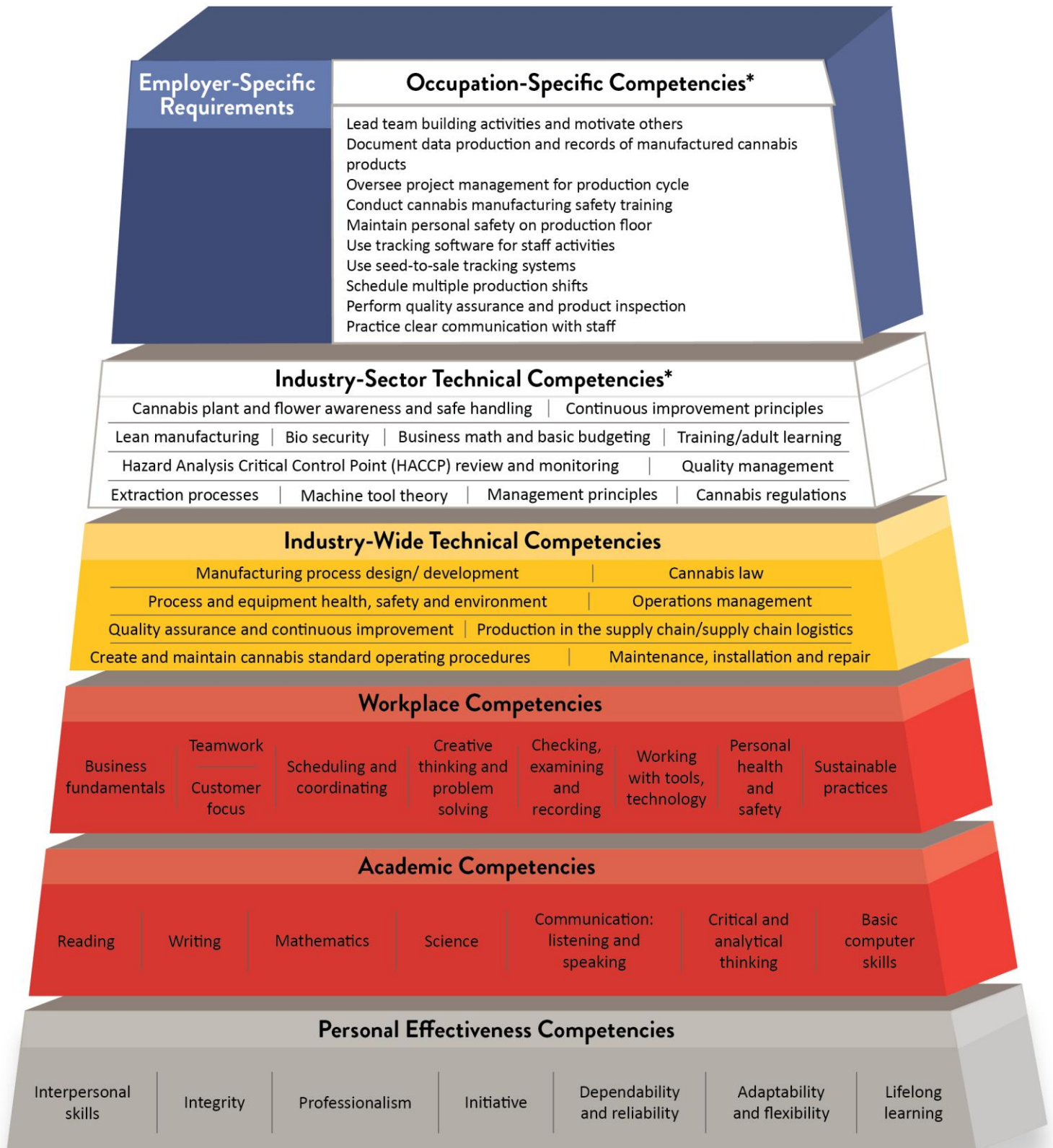


Minnesota Dual-Training Pipeline

Competency Model for Legal Cannabis Industry

Occupation: Cannabis Production Supervisor



Based on: Advanced Manufacturing Competency Model, Employment and Training Administration, United States Department of Labor, February 2025. For more detailed information about competency model creation and sources, visit dli.mn.gov/business/workforce/advanced-manufacturing.



DRAFT Competency Model for Cannabis Production Supervisor

Cannabis Production Supervisor – This position is responsible for directly supervising and coordinating the activities of production technicians in a cannabis manufacturing facility. The individual will oversee production processes from start to finish to ensure staff make cannabis products in the manufacturing facility that meet quality standards, are completed on time, at cost and with safety assured for staff throughout the entire cannabis manufacturing process. The occupation oversees the making of cannabis products which typically includes items such as cannabis concentrate, a product infused with cannabinoids, vapes, and / or edible cannabis products.

*Pipeline recommends the Industry-Sector Technical Competencies as formal training opportunities (provided through related instruction) and the Occupation-Specific Competencies as on-the-job (OJT) training opportunities.

Industry-Sector Technical Competencies

Related Instruction for dual training means the organized and systematic form of education resulting in the enhancement of skills and competencies related to the dual trainee's current or intended occupation.

- **Cannabis plant and flower awareness and safe handling** – General understanding of the cannabis plant and cannabis flower involved in production and how certain machine settings, temperatures, etc. can potentially impact different strains of cannabis.
- **Continuous improvement principles** – Understands how to look for ways to minimize and reduce process wastes, to notice and correct machine abnormalities, to maintain records and to adapt to process changes such as cycle times, set-ups, and tooling.
- **Lean manufacturing** – Know how to develop strategies and processes throughout production that maximize efficiency and eliminate waste.
- **Bio security** – Awareness of processes for prevention and preparedness to maximize food security against tampering, whether natural, inadvertent, or intentional.
- **Business math and basic budgeting** – Training in basic math including linear measurement, metrics, and some calculus in addition to knowing how to do basic budgeting.

- **Training/adult learning** – Understand how to effectively train and present materials to adult learners.
- **Hazard Analysis Critical Control Point review and monitoring** – Demonstrate understanding of Hazard Analysis Critical Control Point (HACCP) management system and ability to review associated company production practices to ensure conformance.
- **Quality management** – Understand how to oversee production so that it is met to key standards, quality measures and ensure production staff make cannabis products that satisfy quality standards for regulated goods.
- **Extraction processes** – Understand the machinery and actions that must be taken in order to properly conduct extractions with cannabis plants and flowers to create cannabis products.
- **Machine tool theory** – Learn to complete steps on various machines to conduct the processes required for manufacturing a precision cannabis product, use standard safety practices, set-up and operate multiple cannabis manufacturing machines use for extraction, edible cannabis products, concentrates, vapes, etc.
- **Management principles** – Understand theories related to management, leadership and how to do team building for workers in a manufacturing facility.
- **Cannabis regulations** – Knowledge of the current state and local regulations governing the growth and production of cannabis flowers, cannabis plants and cannabis products in Minnesota.

Occupation-Specific Competencies

On-the-Job Training is hands-on instruction completed at work to learn the core competencies necessary to succeed in an occupation. Common types of OJT include job shadowing, mentorship, cohort-based training, assignment-based project evaluation and discussion-based training.

- **Lead team building activities and motivate others** – Know how to have staff develop a culture that is supportive of individuals and the collective team. Ability to help production staff work together better and be excited about their overall work on the floor.
- **Document data production and records of manufactured cannabis products** – Know how to regularly maintain records of materials used, cannabis products made and timing for set-up, operation cycle time and change over to new / different product(s).
- **Oversee project management for production cycle** – Understand how to oversee a cannabis product's production life cycle from design of the cannabis product to implementation and ultimately full-scale production.

- **Conduct cannabis manufacturing safety training** – Understand how to train staff on how to operate safely in the cannabis production facility.
- **Maintain personal safety on production floor** – Know how to use proper industry standards to maintain a safe work environment and to ensure personal well-being for yourself and all cannabis production workers.
- **Use tracking software for staff activities** – Understanding of how to use individual tracking systems and software such as Microsoft Excel, etc. to guide work processes and assist with scheduling for staffing.
- **Use seed-to-sale tracking systems** – Know how to utilize the technology that tracks cannabis from its beginning seed to the point of sale to the final adult-use consumer and/or medical patient.
- **Schedule multiple production shifts** – Know how to schedule employees for their various shifts, vacations, etc. and to also plan for shift change overs, potential overtime, etc.
- **Perform quality assurance and product inspection** – Know how to check that finished cannabis products meet specified standards and how to train and oversee production staff on how to look for quality measures and do basic inspection.
- **Practice clear communication with staff** – Know how to effectively communicate goals, wants, needs for company success with diverse team of staff you oversee as production supervisor in addition to others in the company who are at similar management levels and beyond.

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