2018 Supervisor Pathway – Instructor-Led Course Descriptions

1. **Leveraging the Staff Hiring Process to Build a Vibrant Campus:** This session will prepare participants to contribute to the hiring process, whether as a hiring manager, a search committee member or other supportive role. This session focuses primarily on skill building as opposed to administrative tasks.

2. **Employment and Payroll Processing:** This session reviews the ‘back of the house’ activities related to funding of positions, scheduled and non-scheduled payroll processing, faculty employment contract processing, salary encumbrances and Banner data standards.

3. **A Review of Fair Labor Standards Act (FLSA):** This session will provide participants with an overview of the University’s policies and procedures concerning time, attendance, compensatory time, and exempt/nonexempt issues with regard to employee pay.

4. **Work Time Management and Automated Attendance Record Keeping:** This session will provide an overview of the University’s automated Time and Attendance system.

5. **Family Medical Leave Act, (FMLA), Management of Short and Long Term Disability and Workers’ Compensation and Managing Staff Absenteeism:** This session will familiarize learners with the provisions of the Act and absenteeism issues. Additionally, this session will explain University policies and procedures that apply to situations involving staff absenteeism and recommend practical steps supervisors can take to effectively manage excessive absenteeism.

6. **Documentation and Employee Performance Management and EAP: A Productive Partnership:** This session provides supervisors with an overview of best practices and procedures for managing employee performance throughout the year.

7. **Performance Appraisals with Cornerstone on Demand (CSOD) for Managers:** This session will provide learners with a step-by-step demonstration of a manager's responsibilities in the Cornerstone performance appraisal web-based solution.

8. **Leading in the Situation:** This session will examine the various styles and importance of leadership and the effects that it can have on relationship building and development.

9. **Developing High Performance Teams:** In this session, participants will focus on the characteristics of successful teams as they uncover ways to improve productivity by working through areas of weakness and conflict.

10. **Effective Organizational Communication:** In this session, participants will learn the fundamentals of communication and understand why adapting communication styles is an important component of effective management.
2018 Supervisor Pathway – Online Course Descriptions

**Edu Risk Solutions Online Course**

1. **Avoiding Supervisory Pitfalls:** In this course, participants will discover how to prevent unfair treatment of subordinates, identify supervisory actions that have led to allegations of unfair treatment and recognize scenarios in which an employee might believe a supervisor’s behavior to be discriminatory even though it was not the intention.

**LinkedIn Online Courses**

2. **Management Foundations:** In this course, participants will learn how to choose the right style of management for the workplace, hire and onboard employees, address performance problems, resolve conflict, and manage time, budgets, and performance goals.

3. **Transitioning from Manager to Leader:** In this course, participants will focus on enhancing personal growth by practicing self-awareness and emotional intelligence, developing an executive presence, and becoming a thought leader.

4. **Coaching and Developing Employees:** In this course, participants will learn how to harness the power of coaching in the workplace. Additionally, participants will learn the benefits of developing their team and helping employees build their skills in ways that transform and empower them to do more productive and engaging work.

5. **Improving Your Conflict Competence:** In this course, participants will learn the dynamics that create conflict, and understand what conflict response. Additionally, participants will learn tips for managing emotions and engaging with others constructively.
2018 Staff Pathway – Instructor-Led Course Descriptions

1. **Effective Interpersonal Communication**: This session will focus on communication and listening effectively in the workplace, which is critical to organizational success.

2. **Managing and Motivating Student Aides**: In this session, participants will learn strategies for building loyalty, improving skills, and increasing productivity among student aides in their department.

3. **Problem Solving Skills for the Workplace**: This session will provide participants with an overview of how to identify, approach, and solve problems creatively and effectively in the workplace.

4. **Resolving Conflict without Blame**: This session will provide learning techniques to improve relationships with coworkers, clients, and managers. Additionally, it will help participants to find their way through “conflict back to cooperation.”

5. **Better Business Communications**: In this session, participants will learn components of accurate writing conventions using several formats, both electronic and in written form.

6. **Organizational Communication**: In this session, participants will learn the fundamentals of communication and understand why adapting communication styles is an important component of effective management.

7. **Microsoft Word 2016 Intermediate**: In this workshop, participants will learn how to create and modify complex documents and use advanced tools to create elegant and professional-looking documents.

8. **Microsoft Word 2016 Advanced**: In this workshop, participants will learn how to leverage Microsoft Word to collaborate on documents and secure information, as well as how to insert and format shapes using SmartArt, and create mail merge documents.

9. **Microsoft Excel 2016 – Intermediate**: In this workshop participants will learn how to customize the tool bar and set-up options. Additionally, participants will work with formulas and functions to create named ranges and structure functions.

10. **Microsoft Excel 2016 – Advanced**: In this workshop, participants will learn the formulas, database techniques and macro commands that make work go faster, as well as Excel tips and shortcuts to make data more useful and worksheets easier to manipulate.

11. **Microsoft PowerPoint 2016**: In this workshop, participants will learn both basic settings and expert tips that will help you make your presentations shine, and keep your audience engaged with animation effects, embedded videos, and more.

12. **Microsoft Outlook / Office 2016**: In this workshop, participants will explore the ribbon and learn how to customize it. Additionally, participants will learn tips and tricks on navigating within applications, how to better manage emails and organize their calendar.
2018 Staff Pathway – LinkedIn Online Course Descriptions

1. **Acting Decisively:** In this session, participants will learn to overcome the roadblocks to decisive action, get the information they need, and determine when it’s appropriate to act—or conversely, when it’s better to hold off until more information is known.

2. **Efficient Time Management:** In this course, participants will learn how to reclaim hours by managing their time more efficiently and thus increasing their professional and personal productivity.

3. **Managing Up:** In this course, participants will learn how to maximize your career by managing up. Additionally, participants will explore how to navigate your workplace effectively, and how to boost your performance by maximizing your personal and positional power.