

Position Expectations - Executive - P&S

Where	Course Title	Course #
<i>Civil & Respectful Interactions</i>		
e	The Mechanics of Effective Communication	COMM0002
e	Communication Skills for the Workplace	COMM0003
e	Communication Skills for Leadership	COMM0005
e	Building Effective Interfunctional Relationships	COMM0191
e	Employment and Labor Law	LAW0103
e	A Manager's Primer for Ensuring Accountability	MGMT0115
e	Organizational Ethics	PD0173
i	Effective People Skills	20
<i>Diversity and Inclusion</i>		
e	Retention	HR0226
e	Keeping Your Company out of Legal Trouble	HR0345
e	Attracting, Developing, and Retaining Generations	LEAD0232
e	Attracting, Motivating, and Retaining Technical Professionals	MGMT0292
i	Advanced Team Building Skills	243
i	Team Building Techniques that Work	57
<i>Leadership Accountability</i>		
e	Organizational Culture and Leadership	LEAD0122
e	Creativity and Innovation in the Workplace Simulation	PD0030
e	The Foundations of Creativity and Innovation	PD0031
e	Generating Creative and Innovative Ideas	PD0032
e	Evaluating Creative and Innovative Ideas	PD0033
e	Implementing Creative and Innovative Ideas	PD0034
e	Risk Strategies: The Cutting Edge	PD0245
i	Emotionally Intelligent Leadership	19
i	Highly Effective Meetings	58
i	Performance Coaching	21
i	Performance Review Process	34
i	Performance Reviews: Having Meaningful Conversations	361
i	Using Progressive Discipline	12
<i>Learning and Professional Development</i>		
e	Being a Knowledge Activist	KNOW0105
e	The Power of a Learning Organization	KNOW0112
e	Benchmarking for Best Practices	KNOW0116
e	Communicating a Shared Vision	LEAD0142
e	Breakthrough Motivation	PD0225
e	Strategic Planning and Risk Management	PD0244
e	Strategic Management - Planning	STGY0301
e	Strategic Management - Analysis and Choice	STGY0302
e	Strategic Management - Corporate Implementation	STGY0303
e	Competitive Intelligence: Planning and Direction	STGY0341
i	Performance Coaching	21
i	Managing in a Union Environment	168

e = Learning Online with SkillSoft

i = instructor-led