

Position Expectations - Supervisory - Merit

Where	Course Title	Course #
<i>Civil & Respectful Interactions</i>		

e	Communication Skills for the Workplace	COMM0003
e	The Emotionally Intelligent Leader	COMM0145
e	Building Effective Interfunctional Relationships	COMM0191
e	Dynamics of Leadership	LEAD0126
e	The Enabling Leader	LEAD0143
e	Managerial Business Ethics	PD0172
e	Organizational Ethics	PD0173
e	Building a Healthy System	STGY0402
e	The Path to Peace and Harmony	TEAM0215
i	Effective People Skills	20
i	Highly Effective Meetings	58
i	State of Iowa/AFSCME Bargaining Agreement Update	74

<i>Diversity and Inclusion</i>		
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e	Hiring and Retaining Service Professionals	CUST0122
e	Managing Diversity Simulation	HR0020
e	Why Diversity Matters	HR0021
e	Changing the Corporate Culture	HR0022
e	Designing a Diversity Initiative	HR0023
e	Diversity in the Future	HR0024
e	Human Resources Planning and Analysis	HR0101
e	Management Skills for the Diverse Work Force	HR0145
e	The Leader as a Model	LEAD0148
e	Leading the Workforce Generations	LEAD0230
e	Preventing Problem Performance	MGMT0161
e	Managing Contingent Employees	MGMT0703
i	The ADA, FMLA, WC, LOA Maze	194
i	Advanced Team Building Skills	243
i	Employment of People with Health Conditions and/or Disabilities	193
i	Sexual Harassment and Violence: UI Policies & Resources	324
i	Team Building Techniques that Work	57

Position Expectations - Supervisory - Merit

Responsibility & Accountability

e	The Basics of Budgeting	FIN0261
e	Energizing and Empowering Employees	LEAD0123
e	The Mark of a Leader	LEAD0141
e	Coaching for Performance	LEAD0146
e	Managing and Rewarding Top Performers	mgmt_01_a01_bs_enus
e	Preventing Problem Performance	MGMT0161
e	Improving Problem Performance	MGMT0163
e	Dealing with Problem Performance	MGMT0164
e	Addressing Problem Performance Simulation	MGMT016S
e	Coach with Confidence Simulation	MGMT0280
e	Successful Coaching Relationships	MGMT0282
e	Key Stages in Coaching	MGMT0283
e	Coaching Skills	MGMT0284
e	Mindsets, Emotions and Coaching	MGMT0285
e	Coaching Trends	MGMT0286
e	Performance Appraisals Simulation	MGMT0340
e	Continuous Performance Assessment	MGMT0341
e	Reviewing Performance	MGMT0342
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	Traveling on UI Related Business	23
i	Using Progressive Discipline	12
i	Human Resources Fundamentals Series	HRF
i	Strategic HR Series	SHS
i	Front Line Supervisory Series	FLSS
i	Management Series	MS

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Learning and Professional Development

e	The Power of the Learning Organization	KNOW0112
e	Implementing and Evaluating Self-directed Learning	KNOW0114
e	Communicating a Shared Vision	LEAD0142
e	Initiating a Succession Plan Simulation	LEAD0300
e	Succession Planning Overview	LEAD0301
e	Succession Planning Strategies	LEAD0302
e	Succession Planning and Human Resources	LEAD0303
e	Succession Planning Management	LEAD0304
e	Implementing a Succession Plan Simulation	LEAD030S
e	Continuous Learning for Tomorrow's Managers	MGMT0116
e	The Personal Approach in Delegation	MGMT0262
e	Breakthrough Motivation	PD0225
i	Reframing Your Work: The Shift to Creative Engagement	6
i	Right From the Start	87
i	Seven Habits of Highly Effective People	203
i	UI Business Processes Series	BPS

e = *Learning Online with SkillSoft*

i = instructor-led