

### ***University of Idaho Supervisory Excellence Program Course List***

R= Requirement

E=Elective

Team Leader= Team Leader Program

Basic= Basic Leadership Development for Supervisors Program

Advanced= Advanced Leadership Development for Supervisors Program

<b>Course Title</b>	<b>Description</b>	<b>Venue</b>	<b>Team Leader</b>	<b>Basic</b>	<b>Advanced</b>
<b>Creating a Respectful Community (Annual)</b>	UI Work-Related Training	Online	R	R	R
<b>Diversity &amp; Inclusion (Annual)</b>	UI Work-Related Training	Online	R	R	R
<b>IT Security (Annual)</b>	UI Work-Related Training	Online	R	R	R
<b>Fire Safety (Annual)</b>	UI Work-Related Training	Online			
<b>Navigating the Employment Legal Landscape 1</b>	All Supervisor Required Training (completed in 2016 or later)	Online	n/a	R	R
<b>Navigating the Employment Legal Landscape 2</b>	All Supervisor Required Training (completed in 2016 or later)	Online	n/a	R	R
<b>Performance Evaluation</b>	All Supervisor Required Training (completed in 2016 or later)	Online	n/a	R	R
<b>Performance Management</b>	All Supervisor Required Training (completed in 2016 or later)	Online	n/a	R	R
<b>Search Committee Training</b>	All Supervisor Required Training (Completed July 2017)	Online	n/a	R	R
<b>Minimizing Bias in Recruitment &amp; Hiring</b>	All Supervisor Required Training (Completed March 2020 or later)	Online	n/a	R	R
<b>Building Team Relationships</b>	This workshop provides an overview of team development and strategies to encourage different personality types to work together.	Live/EDL	R	R	R
<b>Coaching for Employee Success</b>	This workshop explores the differences between coaching, training, directing and mentoring and how to effectively use listening, communication and coaching skills.	Live/EDL	n/a	R	E
<b>Communication Essentials</b>	This workshop will identify your personal communication strengths and weaknesses and explore the importance of listening skills, non-verbal and verbal communication.	Live/EDL	R	R	R
<b>Creating Inclusive Campus Environments</b>	This workshop will focus on helping staff contribute to student recruitment and retention by improving cultural competence and learning strategies for effective	Live/EDU	n/a	R	E

	intercultural communication. Topics include the unique needs of students from diverse backgrounds, and provide hands-on skill for helping ensure their persistence and success.				
<b>Decision Making Styles</b>	This workshop provides an introduction to decision making, the leader's role in the process, and choosing the right decision making style.	Live/EDL	R	E	E
<b>Delegation</b>	This workshop provides an overview of delegation, roadblocks and strategies to successful delegation.	Live/EDL	R	E	E
<b>Goal Setting &amp; Time Management</b>	This workshop will increase awareness of time management strategies and implementing effective goal setting strategies.	Live/EDL	R	E	E
<b>Intro to Mentoring</b>	This workshop explores mentoring, building a quality mentoring relationships and basic mentoring skills.	Live/EDL	n/a	E	E
<b>Intro to Project Management</b>	This workshop provides an overview of project management terminology and skills including interpreting team dynamics, sustainability and feedback.	Live/EDL	n/a	E	E
<b>Leadership Essentials 1</b>	This workshop provides an overview of leadership skills vs. attributes, articulating a vision and creating goals.	Live/EDL	n/a	R	E
<b>Leadership Essentials 2</b>	This workshop provides an overview of communication, leadership, teambuilding, decision making and delegation.	Live/EDL	n/a	R	E
<b>Leading Change</b>	This workshop provides tools to strengthen your confidence and personal leadership during times of uncertainty and change.	Live/Ombuds	n/a	E	R
<b>Managing Conflict</b>	This workshop provides an overview of types and sources of conflict in the workplace, and conflict resolution strategies.	Live/Ombuds	R	R	R
<b>Managing Diversity in the Workplace</b>	This workshop provides an overview of supervisor responsibilities in creating an inclusive environment that includes respect, understanding, valuing and maximizing the talents of each employee.	Live/EDU	n/a	E	R
<b>Managing Generations</b>	This workshop identifies the characteristics and motivational factors of different generations in today's workplace. Learn ways to engage, motivate and build strong teams, while bridging the generation gap.	Live/EDL	n/a	E	E
<b>Managing Stress</b>	This workshop provides an introduction to the basics of understanding stress and strategies for controlling how stressors affect you.	Live/Ombuds	R	E	E
<b>Motivating Employees</b>	This workshop provides an overview of different motivation styles and how an employee's motivation style is important in the feedback and coaching process.	Live/EDL	n/a	E	E
<b>Overcoming Unconscious Bias in the Workplace</b>	In this workshop, you'll learn about the process of overcoming organizational biases and how to function as an inclusive leader. You'll also learn specific tactics for combating unconscious biases in the workplace.	Live/EDU	n/a	R	R

<p><b>Respectful Communication</b></p>	<p>This workshop will address how to express different points of view without becoming polarized; how to replace destructive stereotyping with understanding and concern, how to engage in respectful dialogue form which everyone involved walks away feeling good about the outcome; and how to move towards creating and maintaining an organization that is productive, flexible and easily adaptable to change.</p>	<p>Live/EDU</p>	<p>n/a</p>	<p>E</p>	<p>R</p>
<p><b>Supervisor Online Tutorial</b></p>	<p>Expand your knowledge when it's convenient for you through this online tutorial! Get tips, review videos and practice the skills you have learned at your own pace. Just in time topic areas include: feedback and coaching, managing and evaluating performance, managing conflict, leading teams, employee engagement, onboarding and selection and hiring.</p>	<p>Online</p>	<p>n/a</p>	<p>E</p>	<p>E</p>
<p><b>Supervisor Retreat/Roundtable</b></p>	<p>Annual Update on Various Topics</p>	<p>Live</p>	<p>n/a</p>	<p>E</p>	<p>E</p>