

Supervisory Skills Checklist

To complete the pathway, you will need to complete eight tasks from the list below. Each task may have multiple requirements.

Please note that you should complete at least one task in each area – Education and Practice.

Required:

- Complete the following courses in Skillsoft (all required):
 - CU: My Leave for Supervisors
 - CU: Performance Management
 - CU: Family Medical Leave
 - Title IX for Higher Education
- Complete the ADA training put on by OIEC in coordination with CU System HR (required)

Education:

- Enroll in a for credit course (CU Tuition Waiver):
 - CU Denver
 - MGMT3000 Managing Individuals and Teams
 - MGMT4350 Leading Organizational Change (Prereq: MGMT3000)
 - CU Boulder
 - MGMT3025 Essential Management Skills
 - MGMT3000 Critical Leadership Skills
- Attend two supervisor trainings offered by CU System HR
- Complete the Become a Manager Learning Path on Lynda.com (full list of courses below):
 - New Manager Foundations
 - Hiring Your Team
 - Onboarding New Hires
 - Delegating Tasks to Your Team
 - Leading Productive Meetings
 - Managing for Results



- Performance Review Foundations
- Building Accountability Into Your Culture
- Rewarding Employees

- Complete three or more online courses from the Supervisory-1 playlist on Lynda.com:
 - Course: Communication Tips Weekly
 - Course: Communicating with Confidence
 - Course: Communicating Across Cultures
 - Course: Management Tips Weekly
 - Course: Organization Communication
 - Course: Managing Employee Performance Problems
 - Course: Fred Kofman on Managing Conflict
 - Course: Conflict Resolution Foundations
 - Course: Improving Your Conflict Competence

- Complete three or more online courses from the Supervisory-2 playlist on Lynda.com:
 - Course: Teamwork Foundations
 - Course: Managing Diversity
 - Course: Managing Teams
 - Course: Building High-Performance Teams
 - Course: Having Difficult Conversations
 - Course: Leading and Working in Teams
 - Course: Time Management Fundamentals
 - Course: Leading Productive One-on-One Meetings

- Watch Effective Listening with Brenda Bailey-Hughes on Lynda.com

- Watch two of the following videos (YouTube):
 - [What Really Motivates Workers](#) with Daniel Pink
 - [How to Manage Cross-Cultural Conflict](#)
 - [The Four Traits of Healthy Teams](#) with Patrick Lencioni
 - [10 Common Mistakes in Giving Feedback](#)
 - [4 Ways to Elevate the Customer's Experience](#)

- Watch one of the following TED Talks videos:
 - [How to Speak so that People Want to Listen](#) by Julian Treasure
 - [The Puzzle of Motivation](#) by Dan Pink

- Watch at least one of these videos from Skillsoft on Performance Management:
 - Light the Fire: Leveraging Appraisals for Maximum Performance
 - Managing Performance: Three Areas of Focus

- Take a course through [Employers Council](#) (fee involved) - [The Complete Supervisor Program](#)

- Read one of the following books:
 - Good to Great by Jim Collins
 - One Minute Manager by Kenneth Blanchard



- Art of War by Sun Tzu
- 7 Habits of Highly Effective People by Stephen Covey

Practice:

- Set regular one on one meetings with your direct reports and provide positive feedback
- Set goals for your employees
- Review goals quarterly

By signing my name below, I certify that I have completed all tasks to satisfy the requirements of this pathway.

Signature

Date



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

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