LEAD SUPERVISORY ESSENTIALS CHECKLIST — EFFECTIVE JANUARY, 2021

Course Title	Class Hours	Completion Status
LEAD: Leading at USC/Writing Position Descriptions ***Prerequisite**	2.5 hrs	
LEAD: Hiring @ USC	2.5 hrs	
LEAD: Interviewing and Selecting Employees	2.5 hrs	
LEAD: Flexing Your Leadership Style	2 hrs	
LEAD: Setting Expectations and Coaching	3 hrs	
LEAD: Tackling Difficult Conversations	2 hrs	
LEAD: Managing Expectations	3 hrs	

LEAD (Supervisory Essentials) program is required for all supervisors of University staff hired into a supervisory position after January 1, 2010 (HR Policy 1.51). It consists of seven courses with a total of 17.5 training hours. ***** LEAD: Leading at USC/Writing Position Descriptions should be completed first and is a required prerequisite to other LEAD courses.

In addition to the coursework, participants will be required to pass a comprehensive, open-note, final exam with a score of at least 80% to achieve their LEAD certificate. Participants will have two opportunities to pass the exam.

Note: LEAD is only for supervisors of staff and HR Contacts. Non-supervisors are not permitted in the program. LEAD is a supervisory certificate program, not a certification.

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MANAGING HIGH PERFORMING TEAMS

Managing High Performing Teams Certificate

Complete all courses to receive certificate. Team Dynamics should be completed first as a prerequisite to other courses. Other courses may be completed in any order.

Course Title	Class Hours	Completion Status
*Team Dynamics (Prerequisite)	90 Minutes	
Building Cohesive Teams	1	
Creating Positive Group Norms	1	
Team Decision Making Methods	1	
Team Problem-Solving	90 Minutes	
Lean Process Improvement	2	
Measuring Team Performance	90 Minutes	
Managing Change	90 Minutes	
Managing Inclusive Meetings	90 Minutes	
Giving and Receiving Feedback	90 Minutes	
Psychological Safety	1	
Setting Team Performance Expectations	90 Minutes	
	16.5 Hours	

All faculty and staff are eligible to participate. Courses are offered throughout the year, keep checking the schedule for availability.

Once complete, please contact our office at HRTrain@mailbox.sc.edu

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EFFECTIVE COMMUNICATIONS

Effective Communications Certificate

Complete all courses to receive certificate. Courses may be completed in any order.

Course Title	Class Hours	Completion Status
Communicating Effectively	2	
Difficult Conversations	2	
Generational Differences	2	
Conflict Resolution Skills	2	
Emotional Intelligence	2	
Negotiation Skills	1	
Complete one course below:		
Presenting for Results, Parts I & II	8	
OR		
Effective Online Presentations, Parts I & II	4	
	15-19 Hours	

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