

Foundations of Leadership Series-New Managers

Courses in this category are designed to set the foundations of leadership in managers/supervisors who are within their first two (2) years of being in supervisory-level positions, and have the authority to direct the work of employees, to hire, evaluate, promote, transfer, layoff, recall, process grievances, and discipline employees. This pathway is also applicable as refresher training to aid in keeping leaders abreast of current expectations and guidelines. **Note: Participants completing all courses under the Foundations of Leadership Series shall be awarded a certificate of completion to verify their commitment to their leadership development.**

The classes in this category are:

- Advanced Principles of Communication-Part 1 (Authenticity) ✨
- Advanced Principles of Communication-Part 2 (Coaching) ✨
- American with Disabilities Act
- Creating a Violence Free Workplace
- Dimensions of Leadership
- Discipline, Grievances, and the Contract
- Diversity Training for Managers and Supervisors
- Equal Employment Opportunity/Affirmative Action
- Ethics of Leadership and Influence ✨
- FMLA
- From Interview to Hire
- Fundamentals of Supervision
- Investigating Employee Misconduct
- Performance Evaluation
- Preventing Sexual Harassment for Supervisors
- Shaping Effective and Engaged Teams ✨
- Substance Abuse Policy ✨

New Courses for 2014-2015

For a complete description and available dates for each class please see [complete class list.](#)