

LEAD Certificate of Completion Checklist

LEAD (Supervisory Essentials) - 6 core courses, 21.5 classroom hours

Course Title	Classroom Hours	Attended
Flexible Leadership: Basics and Beyond	3.5	
Interviewing and Selecting Employees	6	
Coaching for Improved Performance	3.5	
Diagnosing Performance Problems	3.5	
Sexual Harassment Recognition and Prevention	2	
Managing Employee Performance Using EPMS	3	

LEAD 2 (Effective Management Programs) - 7 core courses, 28.5 classroom hours

Course Title	Classroom Hours	Attended
Communication Skills for Managers	3	
Generational Differences in the Workplace	3.5	
Conflict Resolution Skills	3.5	
Team Management	3.5	
Cross Cultural Communications	3	
Writing Effective Position Descriptions	3	
Effective Delegation	3	

+ LEAD 2 Elective Courses - In addition to the core curriculum above, all LEAD 2 participants must complete at least 6 hours of additional elective courses

Course Title	Classroom Hours	Attended
Presenting for Results (Parts I & II)	8	
Managing Student Employees	3	
Employee Recognition	3	
Training and Developing Employees	3	
Motivation in the Workplace	3	
Developing Performance Metrics	3	
Team Management - Part II	3.5	
Lean Process Improvement Basics	3	
Difficult Conversations (This course replaces the Coaching for Improved Performance - Part II course.)	3.5	