

## Supervisory Skills Checklist

To complete the pathway, you will need to complete six **tasks** from the list below. Each task may have multiple requirements. You do not need to be in a supervisor role to complete this pathway. By the end of this pathway you will

- Understand basics of being a supervisor at CU
- Learn how to communicate effectively with your direct reports, and
- Learn how to best support your employees performance and growth.

Please note that you should complete at least **one task in each area** – Education and Support Your Team. If you are not a current supervisor, you will not need to complete a task from the Practice area. Choose an additional task from the Education area.

**Required:** These courses will help acclimate you to the basics around your duties as a supervisor at CU.

Complete the following courses in Skillsoft (all required) and complete the homework below:

- CU: My Leave for Supervisors
- CU: Performance Management
- CU: Family Medical Leave
- Title IX for Higher Education
- CU: Discrimination, Harassment, & Sexual Misconduct
- CU: Americans with Disabilities Act (ADA)

Homework: List any questions you would like to ask an HR representative after completing all required courses.

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**Education:** Use this section to educate yourself on management best practices.

- Take a course through [Employers Council](#) (fee involved) - [The Complete Supervisor Program](#)
- Enroll in a for credit course ([CU Tuition Assistance](#) **Note:** Not all courses are covered under CU Tuition Assistance. Please contact the campus registrar or bursar's office to find qualifying courses.)

CU Boulder Course Catalog: <https://catalog.colorado.edu/>

CU Denver Course Catalog: <http://catalog.ucdenver.edu/>

- MGMT3000 Managing Individuals and Teams – CU Denver
- MGMT4350 Leading Organizational Change (Prereq: MGMT3000) – CU Denver
- BUSN6520 Leading Individuals and Teams – CU Denver
- COMM4260 Communication and Conflict – CU Denver
- COMM2045 Workplace Communication – CU Denver
- MGMT3025 Essential Management Skills – CU Boulder
- MGMT3000 Critical Leadership Skills – CU Boulder

Attend one training offered by CU System HR and list the title below:

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Complete 5 courses and corresponding activities from the Supervisory Skills in LinkedIn Learning. To find this pathway follow the steps below: Please attach any exercises that you complete from the Exercise Files. (This counts as one task)

1. Log into CU Employee Portal.
2. Click CU Resources Home.
3. Click Training.
4. Click LinkedIn Learning.
5. Click My Org.
6. Click Collections.
7. Click CU at the Top: Supervisory Skills.
8. Take 8 courses from this pathway and list the course below. If there are associated activities in the “Exercise Files” section of the course, please complete these activities.

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Watch three (3) of the following videos and write down five (5) ideas you want to share with a colleague:

- [What Really Motivates Workers](#)
- [How to Manage Cross-Cultural Conflict](#)
- [The Four Traits of Healthy Teams](#)
- [10 Common Mistakes in Giving Feedback](#)
- [Light the Fire: Leveraging Appraisals for Maximum Performance](#)
- [Managing Performance: Three Areas of Focus](#)
- [How to Speak so that People Want to Listen](#)
- [The Puzzle of Motivation](#)

Take Away:



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- Read one or more of the following books. Write down 3 takeaways from each book read and present three (3) takeaways to your team.
  - 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
  - Bring Your Human to Work* by Erica Keswin

Take Away:

- Participate in [Crucial Conversations](#) provided by the [Ombuds Office](#). Share your information 3 takeaways with your results with your supervisor.

**Support Your Team:** Use skills that you have gained to practice supporting your team with the ideas below.

- Set regular team meetings with agenda. Think about assigning topics to each team member to present on weekly.
- Set regular one on one meetings with your direct reports and provide positive feedback.
- Set goals for your employees and review these goals quarterly.
- Send an informal survey to assess how each team member prefers recognition and recognize your employees regularly. An example can be found [here](#).
- Ask your employees what their 1, 5, and 10 year career goals are and make a commitment to help them achieve these goals.
- Plan a team-building event with your staff like bowling, volunteering, or an escape room.
- Take each member of your team out to coffee or lunch individually.
- Designate someone on your team as your proxy when you are out of the office and provide them feedback after.
- Read [The Flexible Work Arrangements webpage](#) and promote this amongst your team (if applicable).

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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