

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 you do not need to be in a supervisor role to complete this pathway.

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

- ☐ 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 entire “Become a Manager” Learning Path on Lynda.com. Fill in the course titles you completed below.
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- ☐ 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 the video “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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