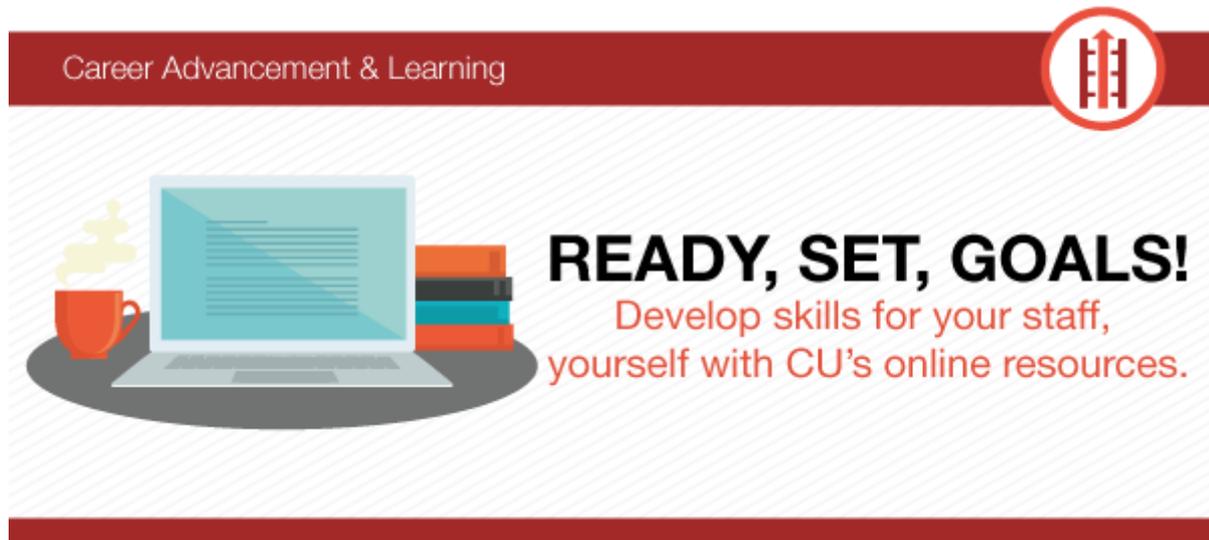


Learning for Supervisors ^[1]



Do you have the skills you need as a supervisor?

Growth and learning are essential for creating a well-rounded team. We're here to help you grow as a professional, a supervisor and a leader with useful resources to guide these intentions. On this page, you'll find highlighted courses, videos and books just for CU supervisors.

Learning Paths

Both Skillsoft and Lynda.com offer grouped courses to help develop management skills.

Skillsoft

Skillsoft offers a folder full of management resources. To access the folder:

1. Log in to the employee portal.
2. Access **Skillsoft**.
3. Click **Library**.
4. Select **Management** under Skillsoft in the middle column.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Library Learning Plan

Content: English (All) You are browsing all of the English (All) language content in the Library. If you are searching for content in another language, you can filter by language.

CU Custom Content		Skillsoft	
CU Boulder	CU System	Business Skills	Compliance
CU Denver Anschutz		Desktop Skills	Management
UCCS		IT Skills	Performance Management
Student - CU Boulder		Microsoft Excel	
Student - UCCS		Well-being	
Student - CU Denver Anschutz		Certification	

Lynda.com

Lynda.com offers a Become a Manager Learning Path. To access this learning path:

1. Log in to employee portal.
2. Access **Lynda.com**.
3. Search **Become a Manager**. The first result will be the learning path.

The learning path page will look like this:

Become a Manager

As a manager, success is predicated on your ability to achieve goals working with your team. The good news is that management is a skill that can be learned. This path is designed to provide you with the key considerations, skills and competencies to help you become and succeed as a manager.

Learn the critical skills and competencies for new managers.

Discover essential interview techniques and questions.

Create cultures of motivation and accountability.

Start learning

▶ Preview the first video

Part of your Lynda.com membership.

▶ **10 Hours** of expert-created video tutorials

✓ **Practice** to reinforce what you learned

🎯 **Certify** your achievement



New Manager Foundations with Todd Dewett

Learn to establish your identity as a leader and connect with your team when you first step into a management position.

1h 12m • COURSE

Featured courses for supervisors

Meeting Management

Meeting Management - Use Skillsoft and Lynda.com to find material for your next staff meeting or training.

- **Communication Foundations** - Optimize effective communication within your team for better work processes and collaboration during staff meetings. (Lynda.com - 2 hours and 5 minutes)
 - [CU Boulder](#) [2]; [CU Denver](#) [3]; [UCCS](#) [4]; [CU System](#) [4]
- **Meetings That Get Results** [5] - Understand how to develop shorter, more effective meetings for all attendees with Brian Tracy's book. (Skillsoft - 126 pages)
- **Planning Meetings Fit for Purpose** - [6] Make the most out of your next staff training with preparation strategies. (Skillsoft - 20 minutes)
- **Dealing with Common Meeting Problems** - [7] Identify and defend against common obstacles in meetings with your staff and others. (Skillsoft - 1 hour)

My Leave

My Leave

- **CU: My Leave for Supervisors - Pick up the basics of CU's time tracking system to properly handle your employees' time sheets. (Skillsoft - 30 minutes)** [8]

Goal Setting

Goal Setting

- **How to Set Team and Employee Goals** - This five-part course introduces linking individual goals within your team to the department's overall needs. (Lynda.com - 1 hour)
 - CU Boulder [9]; CU Denver [10]; UCCS [11]; CU System [11]
- **Aligning Unit Goals and Imperatives** [12] - Learn the process of developing targets through everyday business practices. (Skillsoft - 22 minutes)
- **Aligning Goals and Priorities to Manage Time** - [13]Prioritize your ambitions and utilize your time effectively to meet goals. (Skillsoft - 25 minutes)
- **Establishing Team Goals and Responsibilities, and using Feedback Effectively** - [14]Understand how to set goals for yourself and others and how to give effective feedback to your team. (Skillsoft - 30 minutes)
- **Setting Goals Microlearning** [15]

Access these resources

- Lynda.com
- Skillsoft

Lynda.com holds nearly 5,000 instructional videos and counting, taught by talented instructors and recognized industry experts. Made with different learning styles in mind, Lynda.com offers segmented courses, so you can develop at your own pace. The best part? As a CU employee, Lynda.com is free to use.

How to access Lynda.com

1. Log on to you campus portal. [16]

2. Open the dropdown menu at the top of the screen and select **Training**.
3. Select the **Lynda.com** tile. (Lynda.com will open in a new window.)

Additional Resources:

- [How to use Lynda.com](#) [17]
- [Course Library](#) [18]
- [FAQ](#) [19]

Professional learning isn't limited to the workplace. With more than 4,000 courses and 25,000 books available on mobile devices and computers, employees can prepare for certification tests and pick up new skills any time and anywhere.

Contact system.training@cu.edu [20] if you have accessibility considerations.

Additional resources for Skillsoft can be found [here](#). [21]

Here is how to access Skillsoft for additional resources:

1. Log on to your [CU campus portal](#). [22]
2. Select the **Skillsoft** tile on the homepage. (Skillsoft will open in a separate window.)

Groups audience:

Employee Services

Source URL: <https://www.cu.edu/employee-services/career-advancement-learning/learning/learning-supervisors>

Links

[1] <https://www.cu.edu/employee-services/career-advancement-learning/learning/learning-supervisors>

[2] <https://www.lynda.com/Leadership-Management-tutorials/Communication-Foundations/700790-2.html?org=colorado.edu>

[3] <https://www.lynda.com/Leadership-Management-tutorials/Communication-Foundations/700790-2.html?org=ucdenver.edu>

[4] <https://www.lynda.com/Leadership-Management-tutorials/Communication-Foundations/700790-2.html?org=cu.edu>

[5] <https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=>

[6] <https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=>

[7] <https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=>

[8] <https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=>

[9] <https://www.lynda.com/Business-Skills-tutorials/How-Set-Team-Employee-Goals/456353-2.html?org=colorado.edu>

[10] <https://www.lynda.com/Business-Skills-tutorials/How-Set-Team-Employee-Goals/456353-2.html?org=ucdenver.edu>

[11] <https://www.lynda.com/Business-Skills-tutorials/How-Set-Team-Employee-Goals/456353-2.html?org=cu.edu>

[12] <https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=>

[13] <https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=>

[14]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=>

[15] <https://www.cu.edu/employee-services/career-advancement-learning/learning/learning-guides/setting-goals-microlearning>

[16] <https://my.cu.edu/>

[17] <https://www.lynda.com/Business-tutorials/How-use-Lynda-com/77683-2.html>

[18] <https://www.lynda.com/subject/all>

[19] <https://www.lynda.com/support/faq.aspx>

[20] <mailto:system.training@cu.edu>

[21] <https://www.cu.edu/employee-services/career-advancement-learning/resources>

[22] <http://my.cu.edu>