

LEAD SUPERVISORY ESSENTIALS CHECKLIST – EFFECTIVE JANUARY, 2021

Course Title	Class Hours	Completion Status
LEAD: Leading at UofSC/Writing Position Descriptions *Prerequisite	2.5 hrs	
LEAD: Hiring @ UofSC	2 hrs	
LEAD: Interviewing and Selecting Employees	2 hrs	
LEAD: Flexing Your Leadership Style	2 hrs	
LEAD: Setting Expectations and Coaching	3 hrs	
LEAD: Tackling Difficult Conversations	2 hrs	
LEAD: Managing Expectations	3 hrs	

LEAD (Supervisory Essentials) program is required for all supervisors of University staff hired into a supervisory position after January 1, 2010 ([HR Policy 1.51](#)). It consists of seven courses with a total of 16.5 training hours. * LEAD: Leading at UofSC/Writing Position Descriptions should be completed first and is a required prerequisite to other LEAD courses.

In addition to the coursework, participants will be required to pass a comprehensive, open-note, final exam with a score of at least 80% to achieve their LEAD certificate. Participants will have two opportunities to pass the exam.

Note: LEAD is only for supervisors of staff and HR Contacts. Non-supervisors are not permitted in the program. LEAD is a supervisory certificate program, not a certification.

MANAGING HIGH PERFORMING TEAMS

Managing High Performing Teams Certificate

Complete all courses to receive certificate. Team Dynamics (or the former course Team Management, Part I) should be completed first as a prerequisite to other courses. Other courses may be completed in any order.

Course Title	Class Hours	Former Course Equivalent for Credit	Completion Status
*Team Dynamics (Prerequisite)	90 Minutes	Team Management, Part I	
Building Cohesive Teams	1	Team Management, Part I	
Creating Positive Group Norms	1	Team Management, Part II	
Team Decision Making Methods	1	Team Management, Part II	
Team Problem-Solving	90 Minutes		
Lean Process Improvement	2	Lean Basics	
Measuring Team Performance	90 Minutes		
Managing Change	90 Minutes		
Managing Inclusive Meetings	90 Minutes		
Giving and Receiving Feedback	90 Minutes		
Psychological Safety	1	Psychological Safety	
Setting Team Performance Expectations	90 Minutes		
	16.5 Hours		

All faculty and staff are eligible to participate. Courses are offered throughout the year, keep checking the schedule for availability.

Former courses that count as an equivalent (third column) will expire on January 1, 2022 and will no longer apply towards the certificate program after this date.

Once complete, please contact our office at HRTrain@mailbox.sc.edu

EFFECTIVE COMMUNICATIONS

Effective Communications Certificate

Complete all courses to receive certificate. Courses may be completed in any order.

Course Title	Class Hours	Former Course Equivalent for Credit	Completion Status
Communicating Effectively	2	Communication Skills for Managers	
Difficult Conversations	2	Difficult Conversations	
Generational Differences	2	Generational Differences	
Conflict Resolution Skills	2	Conflict Resolution Skills	
Emotional Intelligence	2	Emotional Intelligence	
Negotiation Skills	1		
Complete one course below:			
Presenting for Results, Parts I & II	8	Presenting for Results	
OR			
Effective Online Presentations, Parts I & II	4	Presenting for Results	
	15-19 Hours		

All faculty and staff are eligible to participate. Courses are offered throughout the year, keep checking the schedule for availability.

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