

Supervisor's Toolbox: Supervisory Course Matrix

Course Title	Communication	Performance Development	HR Policy and Compliance	Leadership	Diversity	Work Unit Operations
ADA for Supervisors and Faculty <i>(online Train Traq #2111125)</i>			●		●	
Adapting to Change <i>(online Train Traq # 2111683)</i>				●		
Assertiveness Training	●	●			●	●
Bridging the Gap: The Multigenerational Workforce				●	●	●
Coaching	●	●		●	●	●
Communication Skills for Managers	●	●			●	
Conflict Management Skills for Supervisors						●
Creating a Discrimination-Free Workplace <i>(online Train Traq # 99002)</i>			●	●		
Designs for Effective Decision Making		●		●		●
Developing Cultural Competence in the Workplace	●			●	●	●
Effective Delegation				●	●	●
Effective Hiring Practices <i>(online Train Traq # 2111264)</i>			●		●	●
Efficiency and Procrastination				●		
Ethics <i>(online Train Traq # 99001)</i>			●			
Fair Labor Standards Act – FLSA Timekeeping			●			
Family Medical Leave Act - FMLA			●			
Fostering Respect in a Diverse Workplace			●		●	
Fundamentals of Managing Departmental Records <i>(online Train Traq # 2111143)</i>						●
Goal Setting		●		●		●
Improving Interpersonal Communication Skills <i>(online Train Traq # 2111260)</i>	●	●				
Interpersonal Communication Skills	●	●			●	●
Introduction to Diversity and Inclusion <i>(online Train Traq # 2111243)</i>			●	●	●	
Introduction to Leadership				●		
Leave Policy and Procedures			●			
Leading Up – Strategies for Succeeding with Your Boss	●	●				
Lost in Translation? Navigating Intercultural Communication in the Workplace	●				●	
Managing Difficult Behavior as a Supervisor						●
Managing Employee Performance <i>(online Train Traq # 1003)</i>		●				

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Managing Your Time				●		●
Microsoft Excel 2010 - Essentials						●
Microsoft Excel 2010 - Intermediate						●
Microsoft Excel 2010 - Advanced						●
Microsoft Outlook 2010 –Advanced						●
Microsoft Outlook 2010 – Essentials						●
Microsoft Project 2010 – Essentials						●
Now, Discover Your Strengths		●		●	●	
Organizational Alignment & Culture <i>(online Train Traq # 2111172)</i>				●		●
Organization and Efficiency <i>(online Train Traq # 2111495)</i>						●
Performance Development Process	●	●			●	
Position Descriptions <i>(online Train Traq # 1008)</i>			●			●
Position Descriptions and Hiring Procedures			●		●	●
Positive Management of Performance Problems <i>(online Train Traq # 1004)</i>		●				●
Preventing Sexual Harassment Supervisory Overview			●		●	
Problem-Solving for Supervisors <i>(online Train Traq # 1007)</i>		●				●
Progressive Discipline			●			●
Retention of State Records <i>(online Train Traq # 11015)</i>						●
Sexual Harassment: What Supervisors Need to Know <i>(online Train Traq # 1006)</i>			●			
TAMU Email Fundamentals <i>(online Train Traq # 2111171)</i>						●
TAMU File Management <i>(online Train Traq # 2111142)</i>						●
Time Off Issues for Supervisors <i>(online Train Traq # 2001)</i>			●			
Workers Compensation Procedures			●			
Working in a Team Environment <i>(online Train Traq # 2111618)</i>				●		



The Supervisor's Toolbox was created by Employee and Organizational Development to equip supervisors and prospective supervisors with the skills, knowledge and tools necessary to effectively supervise employees at Texas A&M University. Visit our Supervisor's Toolbox at <http://EODinfo.tamu.edu/resources/supervisors-toolbox> to learn more.