

Track 3: Essentials for Managers, Chairs and Work Leads

Attend any 3 of these modules to enhance your knowledge and skills of managing/leading and earn a LEAD Certificate in Essentials for Managers, Department Chairs & Work Leads. These workshops are limited to staff work leads, administrators and department chairs. Choose from the following instructor-led and on-line modules:

Course Descriptions

Performance Evaluations at Fresno State

This session is designed for new managers, chairs or supervisors who have never completed an appraisal in the past or any manager, chair or supervisor who desires information on the entire evaluation process in detail. Topics include: the university's contractual obligations, an overview of the performance management philosophy, in-depth review of the performance appraisal forms and tips for preparing and conducting performance evaluations.

Performance Management -From Coaching to Discipline

This course is designed for supervisors and management personnel who wish to improve their performance and/or the performance of their teams, as well as anyone else interested in improving their ability to get results.

The Basics of Legal influences in the Workplace

This course will provide participants with an overview of important Fresno State policies, operational procedures and security highlights. Attendees will be guided through intense topics ranging from personnel actions, to security issues affecting campuses nation-wide.

Managing Employee Leaves

This course will educate managers and supervisors on the basics of managing employee leaves. Topics include: FMLA, Maternity/Paternity Leave, Personal Leave, and Worker's Compensation.

Leading Through Ethical Decision Making

This course will show the importance of values and ethics in a leader by challenging participants to discover their own core values and to see how those values shape how they think.

Managing Conflict Constructively

This program will offer a step-by-step proven strategy for achieving mutually acceptable agreement in any sort of conflict. Participants will learn how to anticipate and prevent destructive conflict, deal with disagreement before it erupts out of control, use differences as a springboard to creative problem solving, and manage disagreement with more skill and confidence.

Safety & Risk Management for Supervisors

This course is designed to give participants a working knowledge of risk management for projects. It focuses on dealing with the inevitable *negative events* which could occur on the project and on determining the methods to either decrease the probability of those events or decrease the impact they will have on the project, or both.

Regional
Education for
Achievement in
Leadership