

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.

Diversity and Campus Inclusion

This interactive workshop will show the importance and value of our diverse campus. Through activities and informational exchanges, this program will present an overview of diversity at Fresno State.

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.

*Learning for
Excellence
And
Development*