

SUPERVISORY SKILLS



MANDATORY

Training Hours

COM-1001 Interpersonal Communications - Introduction to Communication	0.9
COM-1002 Interpersonal Communications - Effective Communication	0.9
COM-1003 Interpersonal Communications - Verbal Communication	1.0
COM-1004 Interpersonal Communications - Written Communication	0.9
COM-1005 Interpersonal Communications - Nonverbal Communication	0.7
COM-1006 Interpersonal Communications - Listening Skills	1.0
COM-1007 Interpersonal Communications - Workplace Communication	0.8
COM-2001 Conflict Resolution - Understanding Conflict	2.0
COM-2002 Conflict Resolution - Communication Skills	1.8
COM-2003 Conflict Resolution - Managing Conflict	2.3
COM-2005 Technical Writing - Successful Documentation	1.1
TEA-1001 Group Dynamics - Working in a Group	0.7
TEA-1002 Group Dynamics - Group Communication	0.9
TEA-1003 Group Dynamics - Effective Collaboration	0.8
TEA-1004 Group Dynamics - Life Stages of a Team	0.9
TEA-1005 Group Dynamics - Meetings	0.8
TEA-1006 Group Dynamics - Diversity	0.9
TEA-1007 Group Dynamics - Creativity	0.8
TEA-1008 Group Dynamics - Problem Solving	1.0
TEA-1009 Group Dynamics - Decision Making	1.0
TEA-1010 Group Dynamics - Conflict Management	1.4
TEA-1011 Group Dynamics - Leadership	0.8
TEA-1012 Group Dynamics - Virtual Groups	1.0
TIM-1001 Time Management - Managing Your Time	0.9
STR-1002 Time Management - When Time Gets the Best of You: Dealing with Stress	0.9

ELECTIVES

Training Hours

COM-2004 Technical Writing - Introduction to Technical Writing	1.1
MFG-1006 Introduction to Manufacturing - Measuring Success in Manufacturing	0.9
MSO-1001 Microsoft Excel - Getting Started with Excel	1.3
MSO-1002 Microsoft Excel - Entering Text and Values	1.5
MSO-1003 Microsoft Excel - Formatting Data	1.8
MSO-1004 Microsoft Excel - Formulas and Functions	1.7
MSO-1005 Microsoft Excel - Working with Dates and Times	1.3
MSO-1006 Microsoft Excel - Working with Data Tables	1.6
MSO-1007 Microsoft Excel - Displaying Data in Charts	1.4
MSO-1008 Microsoft Excel - Printing a Worksheet	1.0

Total estimated training hours: 39.8