

# SUPERVISORY SKILLS



## MANDATORY

## Training Hours

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

## **ELECTIVES**

## **Training Hours**

<b>STU-1002</b> Using a Learning Management System - How to Take a Course	0.8
<b>STU-1004</b> Learning Online - Tips for Succeeding in Online Learning	0.8
<b>COM-2004</b> Technical Writing - Introduction to Technical Writing	1.1
<b>MFG-1006</b> Introduction to Manufacturing - Measuring Success in Manufacturing	0.9
<b>MSO-1001</b> Microsoft Excel - Getting Started with Excel	1.3
<b>MSO-1002</b> Microsoft Excel - Entering Text and Values	1.5
<b>MSO-1003</b> Microsoft Excel - Formatting Data	1.8
<b>MSO-1004</b> Microsoft Excel - Formulas and Functions	1.7
<b>MSO-1005</b> Microsoft Excel - Working with Dates and Times	1.3
<b>MSO-1006</b> Microsoft Excel - Working with Data Tables	1.6
<b>MSO-1007</b> Microsoft Excel - Displaying Data in Charts	1.4
<b>MSO-1008</b> Microsoft Excel - Printing a Worksheet	1.0

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*Total estimated training hours: 41.4*