Career and Learning Essentials Curriculum

- Work with your manager to select the courses that are relevant to you and your needs and career aspirations
  - Recommended “Essential” courses are listed here – this list is not all inclusive
  - Reference the FY14 Career and Learning Calendar for a full course listing and to determine what and when courses are offered

Leadership Essentials

- Essentials of Leadership
- Leading Effective Meetings
- Setting Performance Expectations
- Writing for Results
- Coaching for Peak Performance
- Conducting Performance Appraisals
- Giving Constructive Feedback
- Making High Quality Decisions
- Writing Performance Appraisals

Under Development

Advantages Business Writing
Influential Leadership
Leading Change
Leading High Performing Teams
Resolving Conflict

Manager Essentials

- Communicating for Impact
- Time Management
- Writing Clearly and Concisely
- Elements of Effective Meetings
- High Impact Feedback and Listening
- Managing Projects
- Navigating Beyond Conflict
- Designing Effective Presentations
- Embracing Change
- Influencing Others
- Presentation Delivery Skills

Leads Leaders

Leads Others

Leads Self