Learning & Organizational Development

Two Year Core HR Training: Supervisor Topics	Personal Character						People/Interpersonal					Strategic/Results					
	Develops Character	Strives for Personal Meaning	Develops Professional & Technical Skills	Possesses Strong Achievement Drive	Displays Sound Judgement	Demonstrates an Inquisitive & Inquiring Nature	Intentionally Builds Leadership Capacity as Central to our Values	Uses Inclusive Decision Making	Empowers Others	Builds Relationships & Community	Communicates with Skill, Sensitivity & Candor	Demonstrates Continuity Between Actions & the Catholic & Marianist Mission	Is Forward Looking	Articulates a Clear Vision	Drives for Results/Executes Ends	Courageously	Champions Continuous Improvement & Innovation
UD Accounting 101			■		■								■	■	■	■	
Catholic and Marianist Principles for Supervisors	■	■	■	■	■	■	■	■	■	■	■	■	■	■		■	■
Performance Management	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Performance Improvement	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Leave of Absence Process			■		■						■	■					
Workers' Compensation			■		■						■	■					
Sexual Harassment Prevention for Supervisors			■		■	■	■		■	■	■	■				■	
Violence in the Workplace – a Supervisors' guide			■		■	■	■		■	■	■	■				■	
FMLA			■		■						■	■					
Writing Job Descriptions			■		■				■	■	■	■	■	■	■		■
FLSA			■		■						■	■					
Hiring Process			■		■	■	■	■	■	■	■	■	■	■	■	■	■

Learning & Organizational Development

Two Year Core HR Training: Administrative Support Topics	Personal Character						People/Interpersonal					Strategic/Results					
	Develops Character	Strives for Personal Meaning	Develops Professional & Technical Skills	Possesses Strong Achievement Drive	Displays Sound Judgement	Demonstrates an Inquisitive & Inquiring Nature	Intentionally Builds Leadership Capacity as Central to our Values	Uses Inclusive Decision Making	Empowers Others	Builds Relationships & Community	Communicates with Skill, Sensitivity & Candor	Demonstrates Continuity Between Actions & the Catholic & Marianist Mission	Is Forward Looking	Articulates a Clear Vision	Drives for Results/Executes Leads	Courageously	Champions Continuous Improvement & Innovation
Foundational Skills for Workplace Communication	■		■	■	■	■				■	■						■
Strategies for Improving Relationships with Coworkers	■		■	■	■	■		■		■	■	■					■
Communicating Effectively in Writing			■		■	■				■	■						■
The Fundamentals of Business Etiquette			■		■	■				■	■						■
The ABCs of Customer Service	■		■	■	■	■		■	■	■	■	■			■	■	■
Grammar and Proofreading			■		■	■					■						■
Taking and Reporting Meeting Minutes			■		■	■					■						■
Catholic and Marianist Principles	■	■	■		■	■	■	■	■	■	■	■	■	■		■	■
Event Planning			■		■			■			■		■	■	■		■
Giving and Receiving Feedback	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Managing Multiple Priorities			■	■	■			■					■	■	■		■

Learning & Organizational Development

Two Year Core HR Training: General Topics	Personal Character						People/Interpersonal					Strategic/Results					
	Develops Character	Strives for Personal Meaning	Develops Professional & Technical Skills	Possesses Strong Achievement Drive	Displays Sound Judgement	Demonstrates an Inquisitive & Inquiring Nature	Intentionally Builds Leadership Capacity as Central to our Values	Uses Inclusive Decision Making	Empowers Others	Builds Relationships & Community	Communicates with Skill, Sensitivity & Candor	Demonstrates Continuity Between Actions & the Catholic & Marianist Mission	Is Forward Looking	Articulates a Clear Vision	Drives for Results/Executes	Leads Courageously	Champions Continuous Improvement & Innovation
Workplace Safety/Crime Prevention			■		■	■			■	■		■				■	
Workplace Violence: What Do I Do Now?			■		■	■			■	■		■				■	
Internationalization at UD						■	■	■	■	■	■	■	■				
Data Safety 101			■		■								■		■		
Employee Assistance Program	■	■							■	■	■	■					
Reclassifications of Hay Positions			■		■				■		■		■	■			■
New Staff Orientation	■	■	■				■			■		■					
Social Networking			■			■		■		■	■		■		■		■
Project Management			■	■	■			■	■	■	■		■	■	■	■	■

Learning & Organizational Development

Two Year Core HR Training: Brown Bag/Other Topics	Personal Character						People/Interpersonal					Strategic/Results					
	Develops Character	Strives for Personal Meaning	Develops Professional & Technical Skills	Possesses Strong Achievement Drive	Displays Sound Judgement	Demonstrates an Inquisitive & Inquiring Nature	Intentionally Builds Leadership Capacity as Central to our Values	Uses Inclusive Decision Making	Empowers Others	Builds Relationships & Community	Communicates with Skill, Sensitivity & Candor	Demonstrates Continuity Between Actions & the Catholic & Marianist Mission	Is Forward Looking	Articulates a Clear Vision	Drives for Results/Executes	Leads Courageously	Champions Continuous Improvement & Innovation
Tuition Remission for Dependents									■	■			■				
Earning Your Degree at UD	■	■	■	■	■	■	■		■			■	■		■		■
Student Employees: How to make it a Win-Win Proposition/Supervision for Student Learning			■		■	■	■		■	■	■	■	■	■		■	■
At Your Service: Welcoming People with Disabilities	■				■	■	■		■	■	■	■				■	■
ID Theft: Who's Got Your Number?					■	■											
Credit Score Enhancement				■	■	■							■				
Maintaining Your Computer			■		■	■							■				■
Technology			■		■	■							■	■			■
HR Policy Overviews			■		■		■	■	■	■	■	■	■				■