

## Manager Essentials Curriculum

- To achieve the Manager Essentials certificate, participate in webinar, eLearning or classroom training in all **required (bold)** topics plus additional modules of your choice to equal 40 credit hours.
- Course names may change over time, especially eLearning courses provided by vendors. Please verify Manager Essentials credit with Atkins University before registering for course.

Manager Responsibility	Training Topic	Delivery Method				Credit Hrs
		Handbook	Webinar	Elearning	Classroom/ Video Conf.	
Recruit/Select/Hire	<b>Our Recruiting Process and the Career Center</b>	reference	XXX			1
	<b>Behavioral Interviewing, plus Legal Do's and Don'ts</b>	reference	XXX			1
Integrate New Employees	On-boarding and Integrating New Employees	reference	XXX			1
Establish Performance Measures	<b>Effective Goal Setting</b>	reference		XXX*	XXX	3
	Using the IPM for Mid-Year or Year-end Reviews		XXX			1
Monitor Performance	<b>Guidelines for Documenting Performance Problems</b>	reference	XXX			1
	Conducting a Termination	reference	XXX			1
Develop	Career Planning and Coaching		XXX			1
	<b>Delegating Effectively</b>	reference		XXX*	XXX	3
	Mentoring		XXX	XXX		1
	Non-Monetary Recognition		XXX			1
Manage Performance	<b>People Map™</b>				XXX	4
	<b>Communication Competencies (Listening/Questioning)</b>	reference		XXX*	XXX	2
	<b>Communication Competencies (Feedback)</b>	reference		XXX*	XXX	3
	<b>Coaching and Counseling</b>			XXX*	XXX	3
	<b>Motivation and Recognition</b>	reference		XXX*	XXX	3
	<b>Managing Conflict</b>	reference		XXX*	XXX	2
	Positive Approaches to Resolving Performance Problems				XXX	3
	More Communication Skills for Technical Professionals				XXX	3
Dealing with Difficult Conversations				XXX	3	
Represent the	Family & Medical Leave Act & Americans w/ Disabilities	reference	XXX			1

Manager Responsibility	Training Topic	Delivery Method				Credit Hrs
		Handbook	Webinar	Elearning	Classroom/ Video Conf.	
Organization	Act					
	<b>Fair Labor Standards Act Implications</b>	reference	XXX			1
	<b>Salary Structure for Hiring, Raises &amp; Promotions</b>		XXX			1
	Understanding Worker's Compensation		XXX			1
	Using the Tools in the Manager Resource Center		XXX			1
	Transitioning from Technical Expert to Supervisor					1
	<b>Diversity and the People Manager</b>		XXX			1
	<b>When to Get HR Involved</b>		XXX			1
	Managing Change		XXX			1
	<b>The Supervisor's Role in Ethics &amp; Compliance</b>		XXX			1
	Health & Safety Myths & Misconceptions: What Managers Really Need to Know	reference	XXX			1
	<b>Discrimination &amp; Harassment (Supervisor's Role)</b>	reference		XXX		3
	Privacy Expectations at Work (HIPAA, etc.)				XXX	1
The Multi-Generational Workplace						

\* eLearning courses may be substituted for classroom training in situations where classroom training will be difficult to obtain. Courses must be selected from the Atkins University substitute list and must be approved by the employee's manager in advance.