

# 2008-09 Supervisor Learning Tracks

## **PRACTICAL SUPERVISOR**

### **track one**

All classes required to graduate

**"Positive Discipline" Program**

**Supervisor Basics for Leading Safety**

**Internal Business Processes**

**Customer Relations & Work Control**

**University Financial Systems**

**Digital Dashboard**

tbd

**FMS**

tbd

**Crucial Confrontations**

B&F or Plant Academy full program fulfill this credit

## **SUPERVISOR LEADERSHIP CERTIFICATION PROGRAM**

### **track two**

See requirements for graduation below

Core Classes (All Classes Required to Complete)

**IFM Overview**

**Applied Leadership**

**Supervisor Tools for Leading Change**

**Law and Policy**

**Customer First**

**Employee Selection Process**

**Ethics**

Project -Required

(Practicum Project Class:Optional to Attend)

**Practicum Project**

Electives (2 required)

**Build a Better Work Environment: Motivation, Recognition**

**Presentation Skills**

**Business Writing Skills: Clear, Concise, Accurate**

**Seven Habits of Highly Effective People**

**Elective Substitution Program**

**Tune-Up Your Crucial Confrontations Skills (review session)**

*Plus- these electives available to non-Practical Supervisor track personnel:*

**University Financial Systems (Recharge, Purchasing)**

**Crucial Confrontations (full program=12 hours)**

## **Introduction to Facilities Management Series**

### **track three**

All modules required to graduate

**Introduction to Facilities Management: Overview**

**Plant Administrative Services and Work Control**

**Facilities Maintenance and Utilities and Plant Engineering**

**Construction Services and AEC**

**Building & Grounds Services and Parking & Transportation**

**OSEH and DPS**

**Mechanical Systems**

**Electrical Systems, Roofs and Elevators**