The first course in a four-part series, *Policies and Procedures*, provides participants with proven fundamental skills for supervising others while furthering the University's goals. It is expected that all new supervisors/managers enroll in this course within the first 90 days of their new appointment.

Through realistic situations that typically confront individuals who supervise others, participants gain skills necessary to create a workplace where people are encouraged to grow and develop in an environment of mutual trust. Topics covered in this course include:

- How basic principles of supervision relate to UA guidelines
- Required employment processes, procedures and forms
- Important laws, acts and legal guidelines
- Resources available to assist supervisors

**Competencies: Diversity, Enforcement, and Ethical Integrity**

**Available Sessions**

This course contains no sessions

Click here to notify us of your interest in taking this course.