SUPERVISORY SKILLS

MANDATORY

	Training Hours
COM-1001 Interpersonal Communications - Introduction to Communication	*0.9*
COM-1002 Interpersonal Communications - Effective Communication	*0.9*
COM-1003 Interpersonal Communications - Verbal Communication	*1.0*
COM-1004 Interpersonal Communications - Written Communication	*0.9*
COM-1005 Interpersonal Communications - Nonverbal Communication	*0.7*
COM-1006 Interpersonal Communications - Listening Skills	*1.0*
COM-1007 Interpersonal Communications - Workplace Communication	*0.8*
COM-2001 Conflict Resolution - Understanding Conflict	*2.0*
COM-2002 Conflict Resolution - Communication Skills	*1.8*
COM-2003 Conflict Resolution - Managing Conflict	*2.3*
COM-2005 Technical Writing - Successful Documentation	*1.1*
TEA-1001 Group Dynamics - Working in a Group	*0.7*
TEA-1002 Group Dynamics - Group Communication	*0.9*
TEA-1003 Group Dynamics - Effective Collaboration	*0.8*
TEA-1004 Group Dynamics - Life Stages of a Team	*0.9*
TEA-1005 Group Dynamics - Meetings	*0.8*
TEA-1006 Group Dynamics - Diversity	*0.9*
TEA-1007 Group Dynamics - Creativity	*0.8*
TEA-1008 Group Dynamics - Problem Solving	*1.0*
TEA-1009 Group Dynamics - Decision Making	*1.0*
TEA-1010 Group Dynamics - Conflict Management	*1.4*
TEA-1011 Group Dynamics - Leadership	*0.8*
TEA-1012 Group Dynamics - Virtual Groups	*1.0*
TIM-1001 Time Management - Managing Your Time	*0.9*
STR-1002 Time Management - When Time Gets the Best of You: Dealing with Stress	*0.9*

ELECTIVES

	Training Hours
COM-2004 Technical Writing - Introduction to Technical Writing	*1.1*
MFG-1006 Introduction to Manufacturing - Measuring Success in Manufacturing	*0.9*
MSO-1001 Microsoft Excel - Getting Started with Excel	*1.3*
MSO-1002 Microsoft Excel - Entering Text and Values	*1.5*
MSO-1003 Microsoft Excel - Formatting Data	*1.8*
MSO-1004 Microsoft Excel - Formulas and Functions	*1.7*
MSO-1005 Microsoft Excel - Working with Dates and Times	*1.3*
MSO-1006 Microsoft Excel - Working with Data Tables	*1.6*
MSO-1007 Microsoft Excel - Displaying Data in Charts	*1.4*
MSO-1008 Microsoft Excel - Printing a Worksheet	*1.0*

Total estimated training hours: 39.8