**Supervisor Development Checklist**

- **SSS1 – Skillsoft**
  - Management Essentials: Directing Others  □ OR
  - Management Essentials: Delegating  □
- **SSS2 – Skillsoft**
  - Leadership Essentials: Building Your Influence as a Leader  □ OR
  - Leadership Essentials: Leading with Emotional Intelligence  □
- **SSS3 – Skillsoft**
  - First Time Manager Essentials: Understanding a Manager’s Role  □ OR
  - Business Coaching Essentials: Getting Ready to Coach  □

- Advertising, Screening and Hiring  □ (Online or Classroom)
- Conducting an Effective Interview  □ (Online or Classroom)
- Conducting Effective Evaluations  □ (Online)
- Grievances and Complaints  □ (Online)
- It’s Time to Tackle Those Difficult Performance Evaluations  □ (Online or Classroom)
- Legal Aspects of Employment  □ (Online video or Classroom)
- Progressive Discipline Procedures  □ (Online or Classroom)
- Supervisor Training (Overview)  □ (Online)
- Supervisor’s Role in Employment Compensation  □ (Online)
- Support Staff Grievance Procedures  □ (Online)
- Use of Leave  □ (Online or Classroom)