WAKE FOREST UNIVERSITY

New Supervisor Recommended Courses

Below you'll find a curated collection of learning resources that are freely available through Workday Learning. These resources include instructor-led in-person and virtual offerings as well as digital courses. The Internal Resources are listed in order of importance to help you get started in your role. The LinkedIn Learning courses are categorized by topic and intended to help you build practical skills and grow as a leader.

Internal Resources - Essential for Success

- Workday
  - [Workday Essentials for Faculty & Exempt Staff](#)
  - [Workday Essentials for Managers](#)
  - [HR 101 Workday Training Organizational Basics](#)
  - [HR 102 Workday Training: Recruiting & Hiring Basics](#)
  - [HR 104 Workday Training: Compensation](#)
  - [FIN 101: Workday Finance Essentials](#)
  - [FIN 104: Reimbursement and Pcard in Workday](#)
  - [Workday Job Aids and Videos](#)

- Legal/Policy
  - [Supervisor Training Program](#) (3 hours) This is a series of three on-demand courses and one optional monthly Lunch & Learn session

- Learning & Development On-Demand Leadership Courses
  - [Delivering Corrective Action](#) (self-directed)
  - [Measuring and Tracking Goal Progress (micro-learning)](#) (self-directed)
  - [Performance Feedback (micro-learning)](#) (self-directed)
  - [Performance Management: Employee Perspective](#) (self-directed)
  - [SMART Goals](#) (30 min)
  - [Understanding Performance Management for Leaders](#) (self-directed)

- Information Systems Courses
  - [Computer and Information Security Essentials (in-person)](#)
    - [Or Computer and Information Security Essentials - On Demand](#)
  - [Technology Orientation for New Staff and Faculty](#)
  - Additional courses covering Microsoft Office Suite and Google

LinkedIn Learning - Courses Specific to New People Managers and Leaders

- New Managers
  - [Best Practices for New People Leaders](#) (1 hour)
  - [Developing Credibility as a Leader](#) (35 min)
  - [How to Have Productive One-on-One Meetings](#) (35 min)
  - [New Manager Foundations](#) (2 hours)

- ○ [Skills for Your First 90 Days as a New Manager](#) (49 min)

LinkedIn Learning - Courses Specific to Essential Skills for New People Managers and Leaders
- Building Relationships
  - ○ [Building Better Relationships through Listening and Validation](#) (23 min)
  - ○ [Growing Relationships as a Manager](#) (1 hour)
  - ○ [Skills to Build Stronger Work Relationships](#) (36 min)
  - ○ [Using Authenticity to Build Productive Relationships](#) (35 min)

- Coaching & Feedback
  - ○ [Giving and Receiving Feedback](#) (34 min)
  - ○ [Coaching and Developing Employees](#) (1 hour)
  - ○ [Creating a Coaching Culture](#) (47 min)

- Communication/Emotional Intelligence/Empathy
  - ○ [Active Listening for Better Leadership Communication](#) (48m)
  - ○ [Communication Fundamentals](#) (30 min)
  - ○ [Communicating with Emotional Intelligence](#) (43 min)
  - ○ [Developing Your Emotional Intelligence](#) (42 min)
  - ○ [Empathy at Work](#) (48 min)
  - ○ [Leading at a Distance](#) (54 min)
  - ○ [Leading with Emotional Intelligence](#) (1 hour)
  - ○ [Leading with Empathy](#) (38 min)
  - ○ [The Manager's Guide to Difficult Conversations](#) (1 hour)

- Conflict Management
  - ○ [Mindful Communication for Less Conflict and Stronger Relationships](#) (43 min)
  - ○ [Mistakes to Avoid when Resolving Conflict](#) (40 min)

- Strategic Thinking
  - ○ [Strategic Thinking](#) (36 min)
  - ○ [Critical Thinking](#) (1 hour)
  - ○ [Decision-Making Strategies](#) (58 min)

- Trust
  - ○ [Trust: The Language of Leadership](#) (33 min)