Course Modules

Welcome to Supervising at Cornell
Create a Culture of Organizational Success
Make Leadership a Priority
Modeling Behavior

Interacting with Integrity

Introduction by senior leaders
Integrity @Cornell
Becoming a Powerful Leader: Evaluating Your Leadership (eCornell)
Navigating Your Own Emotions (Skillsoft)
Emotional Intelligence: Owning Your Emotions (Skillsoft)
Preventing Unhealthy Workplace Conflict (Skillsoft)
Working Out and Through Conflict (Skillsoft)
Adapting Your Conflict Style (Skillsoft)
  ◦ Managing Conflict Learning Lab (1 hour in person)
  ◦ Managing Conflict Learning Lab (1 hour Zoom)

Creating an Open and Inclusive Environment

Introduction by senior leaders
Inclusion@Cornell: Compliance, Diversity Initiative, Creating Trust, Demonstrating Respect, Inviting Ideas, Integrating Flexibility, Speak-Up, Acknowledging People
Bridging the Diversity Gap (Skillsoft)
Dimensions of Diversity - Countering Bias in the Workplace: The Dimensions of Diversity (eCornell)
Understanding Unconscious Bias (SkillSoft)
Overcoming Your Own Unconscious Biases (SkillSoft)
Overcoming Unconscious Bias in the Workplace (Skillsoft)
  ◦ Unconscious Bias Learning Lab (1 hour in person)
  ◦ Unconscious Bias Learning Lab (1 hour Zoom)

Links to CULearn and registration information coming soon!

Red bold lettering indicates release for January 2019

[accordion]
- How Culture Impacts Communication (Skillsoft)
- Using Communication Strategies to Bridge Cultural Divides (Skillsoft)
  - Cross Cultural Communication Learning Lab (1 hour in person)
  - Cross Cultural Communication Learning Lab (1 hour Zoom)
- HR 200 - Respect@Cornell: Addressing Sexual Assault and Sexual Harassment (CULearn)
- HR 201 - Maintaining a Harassment Free Workplace (CULearn)
- Supporting Others in Distress
- Wellbeing@Cornell
- Worklife Balance and Flexibility

Empowering Staff to Act and Take Initiative

- Introduction by senior leaders
- Initiative@Cornell
  - Encourage Anticipatory Thinking, Actively Support Others, Using Mistakes, Balancing the Need for Input and Action, Provide Clear Directions and Expectations, Deliver Results
- Risk Taking
- Thinking Critically: Drawing Conclusions with Confidence (SkillSoft)
- Effectively Directing and Delegating as a Manager (Skillsoft)
- Examine the Drivers of Engagement (eCornell)
- Positive Atmosphere: Establishing an Engaged Workforce (Skillsoft)

Communicating Clearly & Consistently

- Introduction by senior leaders
- Communication@Cornell
- Be a Better Listener (SkillSoft)
- Setting Expectations
- The Art and Science of Communication (SkillSoft)
- Displaying and Planning Mindful Communication (eCornell)
- Decision Making Moxie
- Assess Your Decision (eCornell)
- Account for Biases (eCornell)

Inspiring and Articulating a Shared Mission & Vision

- Introduction by Senior Leaders
- Vision@Cornell
- Connecting Staff
- Engaging Teams
- Managing Change
- Consider What It Means to Be a “Change Agent” (eCornell)
- Develop Your Agenda for Change (eCornell)
- Define Engagement (eCornell)
- Using the Drivers of Motivation (eCornell)
- Resolving a Suspected Motivation Problem (eCornell)
- Align Your Network (eCornell)
- Understanding and Managing Staff Culture
- Process Improvement

Sound Judgment in Problem Solving

- Introduction by Senior Leaders
- Judgment@Cornell
- Financial Stewardship and Ethical Conduct
- Decision Making Models
- Sustainability Bottom Line Decision Making
- Assessing the Sustainability Competency of Employees
- Risk Management: Audits Perspective
Being a Great Coach

- Introduction by senior leaders
- Growth@Cornell
- Coaching for Success (May 2019)
- Developing Goals (May 2019)
- The Delegation Process (SkillSoft)
- Delegation: Supervisor and Encourage (SkillSoft)
- Use Delegation to Develop Your Team (SkillSoft)
- The Power of Feedback: Giving and Receiving
- Recognition and Awards
- Online tools for development
- Mentoring
- Fostering Mentoring relationships (SkillSoft)
- Creating a Coaching Culture

Foundational Supervisor Skills

- Introduction by Senior Leaders
- Recruitment, Hiring, Compensation, Retention and Best Practices
- Welcoming New Employees
- Workday Talent Functionality
- Workday Training with Wage and Hour
- Time Away from Work
- Discipline
- Performance Management Process and Practice
- Ombudsman
- Creating a Talent Management Culture
- Learning about Online Tools
- Running Effective Meetings
- Disability Accommodation
- Sexual Harassment
- FSAP
- Ombudsman
- Benefits

Understanding Cornell

- Introduction by Senior Leaders
- Understanding the Academic Mission
- Understanding the Business of Cornell by Paul Streeter
- The development, change, and creation of policy by Madelyn Wessel
- University Culture
- University Structure
- Contracts and Collective Bargaining Agreements
- OSHA Regulations
- Emergency Planning
- Data Protection
- University Vehicle Use
- Event Management

History of Cornell: Authored by Corey Earle

- Land Grant Mission
- The Founders and The Founding
- First American University
- Any Person: Student Diversity
- Any Study: Academic Innovation
- The Big Red and The Ivy League and Big Red Athletics