



**COURSE# EMPLOYEES' UNIVERSITY COURSES**



COURSE#	EMPLOYEES' UNIVERSITY COURSES	Office Professional	Personal Effectiveness	Prof., Tech., & Best P	Group & Team Perform	Management	Supervision
MGT-101	Transitioning from Supervisor to Manager					E	
MGT-233	Project Management for Managers						
MGT-240	The Why's & How's of Budgetting			E		E	E
MGT-241	<del>Business Writing for Managers</del> (collapsed into OFF-110)					E	E
MGT-250	A Survivors Guide to the County Budget Process					R	E
MGT-251	<del>Labor Management Relations</del> (No longer offered)						
MGT-260	Staying Focused & Managing Priorities	E	E			E	
MGT-301	Policy Development in a Political Environment					R	
MGT-302	Leading Negotiations					E	E
MGT-303	Mentoring for Managers					E	
MGT-501	Facilitator Institute						
MGT-502	Facilitator Institute II						
OFF-100	Professional Business Skills	R					
OFF-101	Dealing with Difficult Behaviors	E	E	E	E		
OFF-102	The Public Sector Professional	E					E
OFF-110	Saying it with Style	R	E			E	E
OFF-115	Customer Service and Relations	E	E				E
OFF-116	Ethics for Frontline Professionals	E					
OFF-117	Professional Assistant Development	E					
PER-100	The Business of Local Government (NEO)						
PER-101	Introduction to Personality Styles and Behavior	R	R		R	R	R
PER-102	Mastering Time Management	R	R	R	R	R	E
PER-103	Interpersonal Communication	E	E	E	R		E
PER-104	Cultural Diversity in the Workplace	E	E	E	E	E	E
PER-105	Personal & Professional Development w/in the County	E	E	E			
PER-106	Attitudes for Today's Workplace	E	E		E		
PER-107	Situational Communications (Communicating Strategically)	E	E		E		E
PER-108	Creativity & Innovation in the Workplace	E			E	E	
PER-110	Problem Solving & Decision Making	R	R	R	E	R	R
PER-120	Introduction to Leadership		R			R	R
PER-121	Living with Change in the Workplace	E	E	E		E	E
PER-122	Using Good Judgment in Daily Decisions	E				E	E
PRO-100	Principles of Public Service (formerly Ethics & Integrity in Public Svc.)	E	E	R	E	R	R
PRO-101	Effective Report Writing (aka Easy Documentation)			R			
PRO-104	Preventing Workplace Injuries/Workplace Ergonomics	E				E	E
PRO-105	<del>Improving Health &amp; Safety</del> (collapsed into PRO-104)	E				E	E
PRO-110	Microsoft Project						
PRO-111	Principles of Project Management	E		R	E	R	
PRO-112	Performance Measures			R		R	R
PRO-120	Process Improvement & Control			E	E	E	E
PRO-210	Making Strategic Planning Come Alive			R	E	R	E
PRO-220	Conflict Management		R	E	R		R
PRO-230	Powerful Presentations		R	E		E	E
PRO-231	<del>Visual Representation of Technical Information</del> (collapsed into PRO-101)						
SUP-100	Transitioning from Line Staff to Supervisor	E	E				
SUP-101	Principles of Supervision						R
SUP-109	Coaching & Mentoring/Coaching Skills					E	R
SUP-150	Introduction to Employment Law					R	R
SUP-155	Introduction to Public Law	E				E	E
SUP-201	Motivating & Recognizing Employees				E	R	R
SUP-207	Interviewing Hiring the Best!						R
SUP-210	Introduction to Employee Performance Management				E	R	R
SUP-501	Supervisors' Institute I						
SUP-502	Supervisors' Institute II						
TEM-100	Team Building		E		R		
TEM-101	Interdepartmental Teams (formerly Group Process & Dynamics)		E	E	R	E	E
TEM-170	Leading Teams				R		E
TEM-210	Dealing with Change	E			R	R	R
*TEM-220	<del>Effective, Efficient Meetings</del>						
TEM-271	The Anatomy of Successful Meetings			E	R	E	
TOT-201	EU Training of Trainers						