



## MCCCD Navigate Maricopa Supervisor Core Learning Plan

Based on a thorough organizational assessment, the Center for Employee & Organizational Development has identified core competencies that all supervisors should possess within their first year of employment in an effort to support the Vision, Mission and Values of Maricopa. The eight core competencies include:

- Producing
- Directing
- Coordinating
- Managing Performance
- Coaching
- Facilitating
- Innovating
- Influencing

This document lists the courses that address the core competencies and is a tool to plan and track progress towards developing the desired supervisory competencies. Employees are encouraged to work with their supervisor to identify the best time to complete the training within the first year of employment.

Registration, course descriptions, schedules, and a transcript of courses completed can be found online at: [www.maricopa.edu/hcm](http://www.maricopa.edu/hcm)

Please send questions to [eolt@domail.maricopa.edu](mailto:eolt@domail.maricopa.edu) or call 480.731.8209

Number	Core Courses	Hours	Date
<b>Introductory Supervisor Core (online)</b>			
000046	MCCCD Foundations 101 *	2.5	
000023	MCCCD Supervisor 101 ^	1	
<b>Managing Performance Core</b>			
002045	Essentials of Managing Performance Pre-Work (online) +	0.5	
002036	Essentials of Managing Performance	7.25	
<b>Legal/Risk Management Core - Legal Issues: (all online)</b>			
000043	Fair Labor Standards Act	1	
000128	Family Medical Leave/Leaves of Absence	1	
001728	Employment Law Essentials	1	
000039	Supervising in the Public Sector	1	
000992	Risk Assessment Tools	1	
000991	Health, Safety & Environmental Mgmt	1	
<b>Sound Business Practices Core (online)</b>			
000993	Managing Public Resources	2	
<b>Innovation Core</b>			
000041	Translating Vision into Strategy	3.5	
<b>Human Relations Core</b>			
000192	Creating a Respectful Work Environment	4	
<b>College/Job Specific Core</b>			
	Please check with your college/site employee development representative to determine core course(s).	TBD	

\*Recommended for new supervisors, but not required. All employees are auto enrolled in this course in Canvas upon hire.

^ Prerequisite for all other Navigate Maricopa courses

+ Prerequisite for Essentials of Managing Performance



Center for Employee &  
Organizational Development  
Division of Human Resources