



## 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: <https://maricopa.learn.taleo.net/>

Core Courses	Hours
<b>Introductory Supervisor Core (online)</b>	
MCCCD Foundations 101 *	2.5
MCCCD Supervisor 101 ^	1
<b>Managing Performance Core</b>	
Essentials of Managing Performance Pre-Work (online) +	0.5
Essentials of Managing Performance	7.25
<b>Legal/Risk Management Core - Legal Issues: (all online)</b>	
Fair Labor Standards Act	1
Family Medical Leave/Leaves of Absence	1
Employment Law Essentials	1
Supervising in the Public Sector	1
Risk Assessment Tools	1
Health, Safety & Environmental Management	1
<b>Sound Business Practices Core (online)</b>	
Managing Public Resources	2
<b>Innovation Core</b>	
Translating Vision into Strategy	3.5
<b>Human Relations Core</b>	
Creating a Respectful Work Environment	4

\*Recommended for new supervisors, but not required.

^ Prerequisite for all other Navigate Maricopa courses

+ Prerequisite for Essentials of Managing Performance

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



Center for Employee &  
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Division of Human Resources

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