## LEAD CERTIFICATION PLANNER CHECKLIST

2020 LEAD Certification requirements are listed below and online in Percipio in numerical order. Following the numerical sequence is not required but will enable you to complete the requirements in the most logical order within one year of assignment. Print this syllabus planner and checklist to help you track completion. Your eLesson transcripts are available at https://unccharlotte.percipio.com and your workshop transcripts are available in the Learning and Development Registration System at https://hr-training.uncc.edu. Contact hrtraining@uncc.edu with questions.

### DELIVERY | 2020 LEAD CERTIFICATION REQUIREMENTS | MIN | TARGET DATE | COMPLETE (Y/N)
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Workshop | 1) Environmental Health & Safety for Managers | 60 | | |
Workshop | 2) Worker’s Compensation for Managers | 60 | | |
Workshop | 3) SHRA Position Management and Compensation for Managers | 120 | | |
Workshop | 4) EHRA Position Management and Compensation for Managers | 120 | | |
Workshop | 5) Managing Employee Time and Leave for Managers | 120 | | |
** | 6) SHRA Performance Planning: Objectives & Timeline | 7 | | |
** | 7) SHRA Performance Planning: Institutional Goals | 7 | | |
** | 8) SHRA Performance Planning: Individual Goals | 7 | | |
** | 9) SHRA Performance Appraisal: Annual Performance Review | 7 | | |
** | 10) SHRA Performance Appraisal: Navigating NinerTalent | 10 | | |
Workshop | 11) Performance Management Fundamentals | 60 | | |
** | 12) How to Modify or Update Positions in NinerTalent Part 1 | 7 | | |
** | 13) How to Modify or Update Positions in NinerTalent Part 2 | 7 | | |
** | 14) Employee Recognition Options | 15 | | |
** | 15) Professional Development Options | 8 | | |
Workshop | 16) Diagnosing and Delivering Corrective Feedback | 120 | | |
** | 17) Resolving Workplace Conflict | 25 | | |
** | 18) Effective Discipline Policy and Practice | 30 | | |
Workshop | 19) Progressive Corrective Action for Managers | 90 | | |
Workshop | 20) Addiction Awareness Training for Managers | 60 | | |
** | 21) Family Medical Leave Act (FMLA) | 10 | | |
Workshop | 22) SHRA Recruitment for Managers | 120 | | |
Workshop | 23) EHRA Recruitment for Managers | 90 | | |
** | 24) EEODF - History and Law | 30 | | |
** | 25) EEODF - Americans With Disabilities Act (ADA) | 90 | | |
** | 26) EEODF - Legally Defensible Hiring | 60 | | |
** | 27) EEODF - Unlawful Workplace Harassment | 30 | | |
** | 28) EEODF - EEO & You | 120 | | |
** | 29) EEODF - Diversity & Inclusion | 90 | | |
Workshop | Equal Employment Opportunity & Diversity Fundamentals (EEODF) Workshop for Managers | 480 | | |

**TOTAL TIME INVESTMENT for LEAD CERTIFICATION = <3.5 DAYS* within one year of appointment. You can do this!**

*Denotes workshop prerequisites.

**Two different workshops are offered for this requirement based upon the employee type(s) you manage (SHRA and/or EHRA). Complete the workshop(s) based upon the type(s) of position(s) that report directly to you. If you manage both SHRA and EHRA employees, complete both workshops.