

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)
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 <i>(Replaces SHRA Position Management for Managers AND SHRA Compensation for Managers)</i>	120		
Workshop	4) *EHRA Position Management and Compensation for Managers <i>(Replaces EHRA Position Management for Managers AND EHRA Compensation for Managers)</i>	120		
Workshop	5) Managing Employee Time and Leave for Managers	120		
eLesson	6) SHRA Performance Planning: Objectives & Timeline	7		
eLesson	7) SHRA Performance Planning: Institutional Goals	7		
eLesson	8) SHRA Performance Planning: Individual Goals	7		
eLesson	9) SHRA Performance Appraisal: Annual Performance Review	7		
eLesson	10) SHRA Performance Appraisal: Navigating NinerTalent	10		
eLesson	11) Professional Development Options <i>(Replaces 2019 workshop by the same name)</i>	8		
eLesson	12) Detecting and Dealing with Performance Problems <i>(Replaces: Diagnosing and Delivering Corrective Feedback for Managers, and Diagnosing and Coaching Performance Issues for Managers Workshops)</i>	22		
eLesson	12) Difficult People: Strategies to Keep Everyone Working Together <i>(Replaces: Diagnosing and Delivering Corrective Feedback for Managers, and Diagnosing and Coaching Performance Issues for Managers Workshops)</i>	19		
eLesson	13) Resolving Workplace Conflict	25		
eLesson	14) ** Effective Discipline Policy and Practice. This is a pre-requisite for Progressive Corrective Action for Managers workshop below	30		
Workshop	15) Progressive Corrective Action for Managers	90		
Workshop	16) Addiction Awareness Training for Managers	60		
eLesson	17) Family Medical Leave Act (FMLA)	10		
Workshop	18) *SHRA Recruitment for Managers	120		
Workshop	19) *EHRA Recruitment for Managers	90		
** eLessons 20 through 25 are prerequisites for the EEOF workshop				
eLesson	20) ** EEOF - History and Law	30		
eLesson	21) ** EEOF - Americans With Disabilities Act (ADA)	90		
eLesson	22) ** EEOF - Legally Defensible Hiring	60		
eLesson	23) ** EEOF - Unlawful Workplace Harassment	30		
eLesson	24) ** EEOF - EEO & You	120		
eLesson	25) ** EEOF - Diversity & Inclusion	90		
Workshop	26) Equal Employment Opportunity & Diversity Fundamentals (EEOF) Workshop for Managers	480		

**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.