# LEAD CERTIFICATION PLANNER CHECKLIST

Instructions: 1) Print this guide. 2) Open your calendar. 3) Reserve time on your calendar to complete the online lessons in SkillPort. 4) Open the workshop registration website [https://hr-training.uncc.edu/registration/catalog.asp](https://hr-training.uncc.edu/registration/catalog.asp). 5) Register for workshops and schedule them on your calendar. 6) Keep this checklist handy to track your progress and ensure you complete the LEAD Certification requirements within one year of appointment.

<table>
<thead>
<tr>
<th>DELIVERY</th>
<th><strong>LEAD REQUIREMENTS</strong> in preferred order</th>
<th>MINUTES</th>
<th>TARGET DATE</th>
<th>COMPLETE (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop</td>
<td>Environmental Health &amp; Safety for Managers</td>
<td>60</td>
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<tr>
<td>Workshop</td>
<td>Worker’s Compensation for Managers</td>
<td>60</td>
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<tr>
<td>Workshop</td>
<td>*SHRA Position Management for Managers</td>
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<tr>
<td>Workshop</td>
<td>*EHRA Position Management for Managers</td>
<td>60</td>
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<tr>
<td>Workshop</td>
<td>Managing Employee Time and Leave for Managers</td>
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<tr>
<td>Workshop</td>
<td>*SHRA Compensation for Managers</td>
<td>90</td>
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<td>60</td>
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**The 5 Skillport lessons listed below (38 minutes total) must be completed BEFORE attending Performance Management Fundamentals workshop:**

- SkillPort 1. SHRA Performance Planning: Objectives & Timeline 7
- SkillPort 2. SHRA Performance Planning: Institutional Goals 7
- SkillPort 3. SHRA Performance Planning: Individual Goals 7
- SkillPort 4. SHRA Performance Appraisal: Annual Performance Review 7
- SkillPort 5. SHRA Performance Appraisal: Navigating NinerTalent 10

**The Effective Discipline Policy and Practice Skillport lesson listed below must be completed BEFORE attending Progressive Corrective Action workshop:**

- SkillPort Effective Discipline Policy and Practice 30

**The 6 SkillPort lessons listed below (~3 hours) must be completed BEFORE attending the EEODF workshop:**

- SkillPort 1. EEODF - History and Law 57
- SkillPort 2. EEODF - Americans With Disabilities Act (ADA) 15
- SkillPort 3. EEODF - Legally Defensible Hiring 15
- SkillPort 4. EEODF - Unlawful Workplace Harassment 17
- SkillPort 5. EEODF - EEO & You 17
- SkillPort 6. EEODF - Diversity & Inclusion 28

**The 6 SkillPort lessons listed below (~3 hours) must be completed BEFORE attending the EEODF Workshop for Managers:**

- Workshop Equal Employment Opportunity & Diversity Fundamentals (EEODF) Workshop for Managers 480

**TOTAL TIME INVESTMENT for LEAD CERTIFICATION = 3.5 to 4 DAYS* within one year of appointment**

**This document lists trainings in suggested order unless otherwise noted as in the online prerequisite modules for Equal Employment Opportunity & Diversity Fundamentals Workshop for Managers, Performance Management Fundamentals for Managers, and Progressive Corrective Action workshops.**

*Two different workshops are offered for this requirement based upon employee type - SHRA and EHRA. Complete the workshop(s) based upon the type(s) of position(s) that report directly to you. For example:

If you manage both SHRA and EHRA employees, complete both workshops.
If you manage only SHRA employees, complete the SHRA-specific workshop.