Skill Building for Supervisors & Managers

Skill building opportunities for Supervisors & Managers are available in multiple formats including: live, instructor led virtual webinars, web-based trainings, books, or audio books.

- **Prefer learning with your peers?** Learn more about the current offerings for our live-instructor led virtual webinars. If you find a webinar that's currently not offered, be sure to Express Interest in sccLearn to be notified as soon as the webinar is scheduled.
- **Prefer learning at your own pace?** Take advantage of the following resources from sccLearn to optimize your leadership success.

Resources available in sccLearn*

Being a Coach Leader

- Developing Successful Coaching Relationships (Web-based training 52 mins)
  - Coaching Challenges Tool (Available within the Web-based training, in the Resources tab)
- Coaching for Breakthrough Success: Proven Techniques for Making…, P Chee, Jack Canfield, 2017 (Book)
- Coaching for Performance: GROWing Human Potential…,Fourth Edition, J Whitmore, 2010 (Audio book)

Resources from Leader as Coach Learning Bundle

Transitioning from Peer to Supervisor

- The Reality of Being a First-time Manager (Web-based training 22 min)
  - Realities of Being a First-Time Manager (Available within the Web-based training, in the Resources tab)
- Be the Boss Everyone Wants to Work For: A Guide for New Leaders, W. Gentry, 2016 (Book)
- From Bud to Boss: Secrets to a Successful Transition…, K. Eikenberry & G. Harris, 2011 (Audio book)

Resources from First-Time Manager Learning Bundle

Being a Better Delegator

- [Effectively Directing and Delegating as a Manager](#) (Web-based training 22 min)
  - Effective Communication (Available within the Web-based training, in the Resources tab)
- [The Gift of Time: How Delegation Can Give You Space to Succeed](#), G. Thomas, 2015 (Book)
- [Delegation & Supervision](#), B. Tracy, 2019 (Audio book)

Resources from [Delegation](#) Learning Bundle

Emerging as the Accountable Leader

- [Accountable Leadership](#)(Web-based training 42 min)
  - Personal Accountability Do's and Don'ts tool (Available in the Web-based training, in the Resources tab)
- [The Responsible Leader: Developing a Culture of Responsibility in an Uncertain…](#), Richardson, 2015 (Book)
- [The Accountable Leader: Developing Effective Leadership Through…](#),B. Dive, 2019 (Audio book)

Resources from [The Accountable Leader](#) Learning Bundle

Improving Problem Solving & Decision-Making Skills

- [Leading through Problem Solving and Decision Making](#) (Web-based training 49 min)
  - Fishbone Cause & Effect Diagram Tool (Available within the Web-based training, in the Resources tab)
- [Stop Guessing: The 9 Behaviors of Great Problem Solvers](#), N. Greene, 2017 (Book)
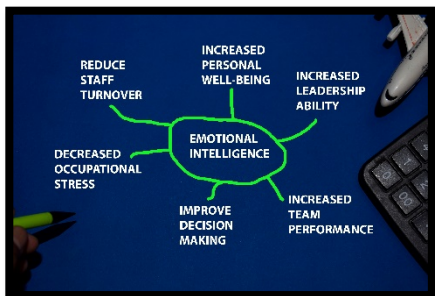- [Boundary Spanning Leadership: Six Practices for Solving …](#),C. Ernst, D. Chrobot-Mason, 2011 (Audio book)

Resources from [Problem Solving & Decision-Making](#) Learning Bundle

Leading Organizational Change

- [Managing Motivation during Organizational Change](#) (Web-based training 19 mins)
  - Strategies for Motivational Management (Available in the Web-based training, in the Resources tab)
- [Stacking the Deck: How to Lead Breakthrough Change Against Any Odds](#), D. Pottruck, 2015 (Book)
- [Leading Continuous Change: Navigating Churn in the Real World](#), B. Pasmore, 2015 (Audio book)

Resources from [Leading Change](#) Learning Bundle

Unleashing Leadership Potential through Emotional Intelligence

- [Becoming an Emotionally Intelligent Leader](#) (Web-based training 51 min)
  - Self-talk Obstacles Tool (Available within the Web-based training, in the Resources tab)
- [Emotional Intelligence Pocketbook: Little Exercises for an Intuitive Life](#), G. Hanson, 2017. (Book)
- [The Emotional Intelligence Activity Kit: 50 Easy and Effective...](#), A. B. Lynn, & J. R. Lynn, 2015 (Audio book)

Resources from [The Emotionally Intelligent Leader](#) part of the Leadership Development Program

Giving Meaningful Feedback

- [Polishing Your Feedback Skills](#) (Web-based training 23 min)
  - How to Make Your Feedback Effective, (Available within the Web-based training, in the Resources tab)
- [The Truth Doesn't Have to Hurt: How to Use Criticism to Strengthen...](#), D. Bright, 2014 (Book)
- [Thanks for the Feedback: The Science and Art of...](#), D. Douglas Stone & S. Heen, 2014 (Audio book)

Resources from [Giving Feedback](#) Learning Bundle

Professional Development Toolkits

The Development Toolkits help you develop as an individual as well as develop others.
The toolkit contains key tools for developing skills that may contribute to greater success and job satisfaction. Each toolkit focuses on relevant competencies by audience type. Toolkits contain a three-step development process worksheet, a skills assessment, development plan and multiple resources.

- Developing Yourself: Employee Development Toolkit
- Developing Yourself: Manager/Supervisor Toolkit

Resources from Learning & Employee Development, [Development Toolkits](#)

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* Review the [sccLearn Learner Guide](#) for instructions on how to access sccLearn remotely.

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Learning & Employee Development