DCHR COURSES AND SUBSTITUTIONS

DCHR Courses	DCHR Substitutions	Online Skillsoft Courses	Online Mindleaders Courses
MSS CORE			
902 - Leadership Essentials	902SS 902ML	902SS – Leadership Essentials (Skillsoft Series) 1. SS0639 Communicating Vision lead_05_a02_bs_enus 2. SS0638 Building Your Influence as a Leader lead_05_a03_bs_enus 3. SS0644 Leading with Emotional Intelligence lead_05_a04_bs_enus 4. SS0641 Leading Business Execution lead_05_a05_bs_enus 5. SS0642 Leading Change lead_05_a07_bs_enus 6. SS0640 Creating Your Own Leadership Dev Plan lead_05_a08_bs_enus 7. SS0846 Motivating Employees & Leading Change (Simulation) LEAD005A	902ML – Leadership Essentials (ML Series) 1. Mgmt Fund: Mgmt in Perspective BIZMO1 2. Mgmt Fund: Functions of Front-Line Mgmt BIZMO2 3. Mgmt Fund: Managerial Finance and Accounting BIZMO3
917 - Bldg High Perf Teams	917SS 917ML	917SS – Building High Performing Teams (Skillsoft Series) 1. SS0106 Being an Effective Team Member team_02_a01_bs_enus 2. SS0403 Estab. Team Goals & Responsibilities team_02_a02_bs_enus 3. SS0372 Elements of a Cohesive Team team_02_a03_bs_enus 4. SS0371 Effective Team Communication team_02_a04_bs_enus 5. SS1270 Using Feedback to Improve Team Perf team_02_a05_bs_enus	917ML – Building High Performing Teams (ML Series) 1.Teams that Work: Building Effective Teams TEAM01 2. Teams that Work: Leading Effective Teams TEAM02
918 - Intro to Management	918SS 918ML	918SS – Introduction to Management (Skillsoft Series) 1. SS0674 Making the Move Into Management _pc_ch_lach029 2. SS0458 First Time Manager: Understanding a Manager's Role mgmt_16_a01_bs_enus 3. SS0458 Delegation Essentials: An Introduction to Delegating mgmt_27_a01_bs_enus 4. SS0458 Making Yourself Approachable _pc_bi_pabi011 5. SS0513 Giving Appropriate Feedback _pc_ch_lach006 6. SS0458 Campus to Corporate: Meeting New Expectations pd_22_a01_bs_enus 7. SS0681 Mgmnt Essentials: Directing Others mgmt_15_a01_bs_enus 8. SS0169 Coaching _pc_ch_lach024 9. SS1173 The Art of Effective Coaching _pc_bi_lsbi018 10. SS0130 Business Coaching: Conducting Coaching Sessions mgmt_14_a02_bs_enus	918SS – Introduction to Management (ML Series) 1. Mgmt Skill Intro: Ready! Set!Manage! MNGSO1 2. Mgmt Fund: Functions of Front-Line Mgmt BIZMO2
919 - Principles of Management	919SS	919SS – Principles Management (Skillsoft Mangement Essentials Series) 1. SS0681 Mgmnt Essentials: Directing Others mgmt_15_a01_bs_enus 2. SS0679 Delegating mgmt_15_a02_bs_enus 3. SS0680 Developing Your Direct Reports mgmt_15_a03_bs_enus 4. SS0683 Treating Your Direct Reports Fairly mgmt_15_a06_bs_enus 5. SS0375 Emotional Intelligence at Work _pc_ch_pach014	

DCHR Courses	DCHR Substitutions	Online Skillsoft Courses	Online Mindleaders Courses
602 - Progressive Discipline	----	----	----
905 - Performance Management (MSS)	----	----	----
MSS ELECTIVES			
912 - Budgeting for Agency Operations	----	----	----
900 - Critical Thinking for Supervisors and Managers	----	----	----
512 Working it Out: Solving People Problems	----	----	Communication in the Workplace: Resolving Conflict **COMM04**
513 - Curing the Negativity Virus	----	----	----
502 - Developing Powerful Communications Skills	----	----	Mnmt Skills Introduction: Communication **MNGSO4**
607 - Employee Relations	----	----	----
517 - GLBT Cultural Competency Training	**004W** GLBT Cultural Competency Online	----	----
603 - Interviewing Techniques for Managers	----	----	----
903 - Management Dynamics	----	----	----
915 - Mid-Year Discussion and PIP	----	----	----
912 - Multi-Generation Appreciation in the Workplace	----	----	----

DCHR Courses	DCHR Substitutions	Online Skillsoft Courses	Online Mindleaders Courses
610 - PeopleSoft - eProfile	----	----	----
612 - PeopleSoft - eRecruit / TAM	----	----	----
611 - PeopleSoft - Position Management	----	----	----
609 - PeopleSoft - Reports / Query	----	----	----
907 - Procurement	----	----	----
908 - Project Management	----	----	----
302 - Providing Quality Customer Service in Government	----	----	----
911 - Understanding the District's Budget	----	----	----
512 Working it Out: Solving People Problems at Work	----	----	----