



**Idaho State
University**

Leadership and Management Courses

This page is a complete listing of training modules available to benefit-eligible faculty and staff related to leadership and management/supervisory-related topics. The content of these topics is provided by our 3rd party contractor, Skillsoft, and can be accessed and launched through our ISU talent management system (TMS).

Building Career Development Programs and Succession Planning

Implementing Transformational HR
Individual Behavior in Organizations
Planning for Skills Needs and Managing Performance
Talent Management

Coaching

Coaching Techniques That Inspire Coachees to Action
Keeping Your Coachee Committed and Accountable

Communication

Abbreviating, Capitalizing, and Using Numbers
Acting with Diplomacy and Tact
Audience and Purpose in Business Writing
Become a Great Listener
Being a Responsible Corporate Digital Citizen
Building Personal Power through Influence
Building Your Presentation
Capturing the Attention of Senior Executives
Choosing the Right Interpersonal Communication Method to Make Your Point
Clarity and Conciseness in Business Writing
Communicating with Confidence
Confronting Workplace Conflict
Creating Well-constructed Sentences
Developing an Effective Business Case
Difficult People: Can't Change Them, so Change Yourself
Difficult People: Strategies to Keep Everyone Working Together
Difficult People: Why They Act That Way and How to Deal with Them
Do We Have a Failure to Communicate?
Editing and Proofreading Business Documents
Effective Stakeholder Communications for IT Professionals
Ensuring Successful Presentation Delivery
Facilitating Sustainable Change
Fundamentals of Business Storytelling

Gaining a Positive Perspective on Feedback
Getting the Details Right: Spelling Basics
Getting Your Pitch Heard
How Culture Impacts Communication
Improving Your Technical Writing Skills
Influence Others with Political Savvy
Keeping Business Calls Professional
Listening Even When it's Difficult to Listen
Making an Impact with Non-verbal Communication
Making Change Stick
Moving Forward with Change Planning
Navigating Challenging Situations with Diplomacy and Tact
Navigating Other People's Emotions
Navigating the Workplace with Emotional Intelligence
Navigating Your Own Emotions
Negotiating the Best Solution
Organizing Your E-mail
Personal Power and Credibility
Planning an Effective Presentation
Planning Meetings Fit for Purpose
Polishing Your Feedback Skills
Proven Techniques for Technical Communication
Resolving Workplace Conflict
Running Meetings in Better Directions
Sending E-mails to the Right People
Taking Effective and Professional Notes
Telling a Business Story
The Art and Science of Communication
The Essentials for Anger Management
The First Steps in Negotiating
Troublesome Words and Phrases: Usage Mistakes in Writing
Trust Building through Effective Communication
Using Active Listening in Workplace Situations
Using Communication Strategies to Bridge Cultural Divides
Using Punctuation Marks
Using the Parts of Speech
Writing Effective E-mails and Instant Messages

Discovering Your Strengths

Establishing Self-confidence for Life
Self-improvement for Lifelong Success
Uncovering and Utilizing Your Talents and Skills

Decision Making

Getting to the Root of a Problem
Defining Alternative Solutions to a Problem
Choosing and Using the Best Solution

Delegating

Choosing and Preparing Your Delegate
Effectively Directing and Delegating as a Manager
Getting What You Expect from Your Delegate
Taking Your Team to the Next Level with Delegation

Developing Employees

Developing a Team of Creative Gurus
Developing a Successful Team
Developing Your Business Acumen
Developing a Growth Mind-set
Developing a Personal Accountability Framework
Developing a Plan to Further Your Career
Developing Your Business Ethics

Developing As A Leader

Building Innovation Cultures and Leaders
Building a Leadership Development Plan
Choosing to Lead as a Woman
Mastering Key Leadership Competencies
Moving Beyond Gender Roles as a Leader
Gauging Your Leadership Performance
Women in Leadership: Building Your Infrastructure for Leadership

Diversity and Inclusion

Bridging the Diversity Gap
Your Role in Workplace Diversity

Driving Performance

Aligning Unit Goals and Imperatives
Building a Leadership Development Plan
Building Innovation Cultures and Leaders
Key Elements of Business Execution
Leading Your Team through Change

Emotional Intelligence

Navigating Your Own Emotions
Navigating Other People's Emotions
Navigating the Workplace with Emotional Intelligence

Empowering Employees

Taking Action to Empower Employees

Establishing a Positive Work Culture

Positive Atmosphere: Establishing an Engaged Workforce
Positive Atmosphere: Establishing a Positive Work Environment

Positive Atmosphere: How Organizational Learning Drives Positive Change

Ethics, Integrity, and Trust

Acting with Diplomacy and Tact

Navigating Challenging Situations with Diplomacy and Tact

First Time Manager Essentials

Facing Challenges as a First-time Manager

The Reality of Being a First-time Manager

Giving and Receiving Feedback

Establishing Team Goals and Responsibilities, and Using Feedback Effectively

Gaining a Positive Perspective on Feedback

Polishing Your Feedback Skills

Goal Setting

Aligning Goals and Priorities to Manage Time

Aligning Unit Goals and Imperatives

Establishing Team Goals and Responsibilities, and Using Feedback Effectively

Reaching Goals Using Perseverance and Resilience

Influence and Persuasion

Building Personal Power through Influence

Influence Others with Political Savvy

Innovation and Creativity

Beating Procrastination by Boosting Your Creativity and Drive

Building Innovation Cultures and Leaders

Unleashing Personal and Team Creativity

Verifying and Building on Creative Ideas

Interviewing and Hiring

Applicant Screening: The First Step in Hiring the Best

Conducting an Effective Hiring Interview

Leading Change

Difficult People: Can't Change Them, so Change Yourself

Facilitating Sustainable Change

Leading Your Team through Change

Making Change Stick

Managing Motivation during Organizational Change

Moving Forward with Change Planning

Navigation Through Changes and Conflicts in Projects

Organizations Change So Get Ready

Positive Atmosphere: How Organizational Learning Drives Positive Change

Redefining Yourself after Organizational Change

Leading Effective Meetings

Planning Meetings Fit for Purpose
Running Meetings in Better Directions

Leading Teams

Being an Effective Team Member
Building the Foundation for an Effective Team
Developing a Successful Team
Effective Team Communication
Encouraging Team Communication and Collaboration
Establishing Team Goals and Responsibilities, and Using Feedback Effectively
Handling Team Conflict
Strategies for Building a Cohesive Team

Leading With Emotional Intelligence

Navigating the Workplace with Emotional Intelligence

Leveraging Team Leadership Skills

Building the Foundation for an Effective Team
Developing a Successful Team
Encouraging Team Communication and Collaboration
Handling Team Conflict
Leading a Cross-functional Team

Managing Advanced Management Techniques

Gauging Your Organization's High-performing Potential
Managing your Cross-functionality
Managing Your Company's Talent
Managing the Unique Needs of Experts
Fostering Mentoring Relationships

Management and Leadership

Aligning Unit Goals and Imperatives
Being a Fair and Caring Manager
Being an Effective Manager When Times Are Tough
Building a Leadership Development Plan
Building Innovation Cultures and Leaders
Career and Family Challenges for Women Leaders
Choosing and Preparing Your Delegate
Choosing to Lead as a Woman
Coaching Techniques That Inspire Coachees to Action
Creating a Plan for Performance Management
Detecting and Dealing with Performance Problems
Developing a Team of Creative Gurus
Developing Your Business Acumen
Effectively Directing and Delegating as a Manager

Establishing Effective Virtual Teams
Facing Challenges as a First-time Manager
Facing the Management Challenges of Difficult Behavior and Diverse Teams
Facing Virtual Team Challenges
Fostering Mentoring Relationships
Gaining Insight through Organizational Awareness
Gauging Your Leadership Performance
Gauging Your Organization's High-performing Potential
Gender and Leadership
Getting What You Expect from Your Delegate
How to Manage Difficult Conversations
Keeping Top Performers Challenged
Keeping Your Coachee Committed and Accountable
Key Elements of Business Execution
Leading through Inspiration
Leading Your Team through Change
Maintaining a Cohesive Multigenerational Workforce
Managing Employee Development
Managing for Cross-functionality
Managing Motivation during Organizational Change
Managing Multigenerational Employees
Managing the Unique Needs of Experts
Managing Your Company's Talent
Mastering Key Leadership Competencies
Measuring Outcomes and Using KPIs
Moving Beyond Gender Roles as a Leader
Planning an Effective Performance Appraisal
Positive Atmosphere: Establishing a Positive Work Environment
Positive Atmosphere: Establishing an Engaged Workforce
Positive Atmosphere: How Organizational Learning Drives Positive Change
Strategies for Managing Technical Teams
Taking Action to Empower Employees
Taking Your Team to the Next Level with Delegation
The Reality of Being a First-time Manager
Women in Leadership: Building Your Infrastructure for Leadership

Managing a Crisis

Managing in a Crisis
Managing Stress to Optimize Your Performance

Managing Diversity

Bridging the Diversity Gap
Your Role in Workplace Diversity

Managing Risk

Assessing Your Organization's Risks
Identifying Risks in Your Organization

Knowing When to Take Strategic Risks
Managing a Project to Minimize Risk and Maximize Quality
Responding Effectively to Risks
Thinking Strategically as a Manager
Using Strategic Thinking to Consider the Big Picture

Managing Stress

Controlling Conflict, Stress, and Time in a Customer Service
Managing Pressure and Stress to Optimize Your Performance
Take a Deep Breath and Manage Your Stress

Managing Team Conflict

Confronting Workplace Conflict
Controlling Conflict, Stress, and Time in a Customer Service
Handling Team Conflict
Navigating through Changes and Conflicts in Projects
Resolving Workplace Conflict

Managing in Difficult Times

Being an Effective Manager When Times Are Tough
Managing Motivation during Organizational Change
How to Manage Difficult Conversations

Managing Up

Being a Fair and Caring Manager
Facing the Management Challenges of Difficult Behavior and Diverse Teams
How to Manage Difficult Conversations
Managing a Project to Minimize Risk and Maximize Quality
Managing in a Crisis
Managing with a Cost-control Mindset
Managing for Cross-functionality
Managing for Operational Excellence
Managing Your Company's Talent
Managing Employee Development
Managing Motivation during Organizational Change
Managing Multigenerational Employees
Managing Pressure and Stress to Optimize Your Performance
Managing the Unique Needs of Experts
Strategies for Managing Technical Teams

Managing Virtual Teams

Establishing Effective Virtual Teams
Facing Virtual Team Challenges

Measuring and Managing Performance

Keeping Top Performers Challenged

Planning an Effective Performance Appraisal
Creating a Plan for Performance Management
Detecting and Dealing with Performance Problems

Mentoring

Finding and Nurturing a Mentor Relationship
Fostering Mentoring Relationships

Motivating People

Managing Motivation during Organizational Change
Taking the Lead with Workplace Motivation and Engagement

Managing Multigenerational Employees

Maintaining a Cohesive Multigenerational Workforce
Managing Multigenerational Employees

Negotiation

The First Steps in Negotiating
Negotiating the Best Solution

Networking and Building Relationships

A Difficult Boss Doesn't Have to Be a Difficult Problem
Building Your Professional Network
Cultivating Relationships with Your Peers
Finding and Nurturing a Mentor Relationship
Fostering Mentoring Relationships

Onboarding

Applicant Screening: The First Step in Hiring the Best
Ensuring Onboarding Success
Hitting the Recruitment Bull's-eye

Optimizing Performance on a Team

Being an Effective Team Member
Strategies for Building a Cohesive Team
Effective Team Communication
Establishing Team Goals and Responsibilities, and Using Feedback Effectively

Personal Development

Achieve Productivity in Your Personal Life
Aligning Goals and Priorities to Manage Time
Avoid Procrastination by Getting Organized Instead
Be Liked and Respected in the Workplace
Beating Procrastination by Boosting Your Creativity and Drive
Becoming an Accountable Professional
Becoming More Professional through Business Etiquette

Becoming Your Own Best Boss
Bridging the Diversity Gap
Building Rapport with Your Boss
Building Your Professional Network
Choosing and Using the Best Solution
Confronting Your Assumptions
Conquering the Challenges of Public Speaking
Cultivating Relationships with Your Peers
Defining Alternative Solutions to a Problem
Developing a Growth Mind-set
Developing a Personal Accountability Framework
Developing a Plan to Further Your Career
Developing Your Business Ethics
Establishing Self-confidence for Life
Finding and Nurturing a Mentor Relationship
Forging Ahead with Perseverance and Resilience
Getting Results through Personal Power
Getting Your Career on the Right Track
Improving Your Memory Skills
Improving Your Reading Speed and Comprehension
Investigating Arguments
Keeping Your Skillset Current in the Digital Economy
Learning from Failure
Make the Time You Need: Get Organized
Managing Pressure and Stress to Optimize Your Performance
Maximize Your Productivity by Managing Time and Tasks
Organizations Change So Get Ready
Organize Your Physical and Digital Workspace
Outwitting Your Cognitive Bias
Overcoming Unconscious Bias in the Workplace
Overcoming Your Own Unconscious Biases
Procrastination: Admitting it is the First Step
Reaching Goals Using Perseverance and Resilience
Reaching Sound Conclusions
Redefining Yourself after Organizational Change
Self-improvement for Lifelong Success
Staying Balanced in a Shifting World
Take a Deep Breath and Manage Your Stress
Taking Stock of Your Work/Life Balance
Taking the Lead with Workplace Motivation and Engagement
The Art of Staying Focused
The Building Blocks of Building Trust
Uncovering and Utilizing Your Talents and Skills
Understanding Unconscious Bias
Unleashing Personal and Team Creativity
Using Performance Appraisals to Advance Your Career
Verifying and Building on Creative Ideas
Writing and Preparing an Effective Speech

Your Role in Workplace Diversity

Problem Solving

A Difficult Boss Doesn't Have to Be a Difficult Problem

Getting to the Root of a Problem

Solve Problems Using Systems Thinking in the Workplace

Project Management

Product Management: Building a Product Strategy

Product Management: Metrics for Product Managers

Product Management: An Overview

Product Management: Competitive and Market Analytics for Product Managers

Product Management: Building a Product Roadmap and Agile Product Management

Product Management: Create a Go-to-Market Plan

Product Management: Communication for Product Managers

Product Management: Market Research Basics

Product Management: Customer Development for Product Managers

Product Management: Design and Run Experiments for Product Managers

Recruiting and Hiring

Applicant Screening: The First Step in Hiring the Best

Conducting an Effective Hiring Interview

Ensuring Onboarding Success

Hitting the Recruitment Bull's-eye

Resilience and Perseverance

Strategic Thinking

Assessing Your Organization's Risks

Identifying Risks in Your Organization

Thinking Strategically as a Manager

Using Strategic Thinking to Consider the Big Picture

Succession Planning

Building Career Development Programs and Succession Planning

Implementing Transformational HR

Individual Behavior in Organizations

Planning for Skills Needs and Managing Performance

Unconscious Bias

Understanding Unconscious Bias

Outwitting Your Cognitive Bias

Overcoming Your Own Unconscious Biases

Overcoming Unconscious Bias in the Workplace

Women In Leadership

Career and Family Challenges for Women Leaders

Choosing to Lead as a Woman
Gender and Leadership
Moving Beyond Gender Roles as a Leader

Work/Life Balance

Staying Balanced in a Shifting World
Take a Deep Breath and Manage Your Stress
Taking Stock of Your Work/Life Balance

Working Effectively on a Team

Contributing as a Virtual Team Member

Vendor Management

Vendor management for Technology Professionals

