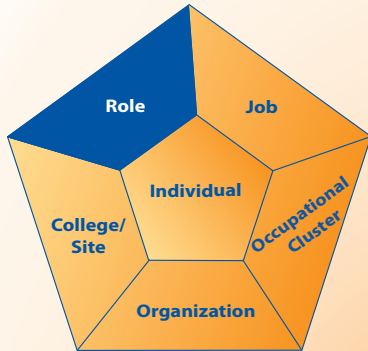


Name: \_\_\_\_\_

# MCCCD Navigate Maricopa Supervisor Core Learning Plan



Based on a thorough organizational assessment, the Employee & Organizational Learning Team has identified core competencies that all supervisors should possess within their first year of employment in an effort to support the Vision, Mission and Values of Maricopa. The eight core competencies include:

- Producing
- Directing
- Coordinating
- Managing Performance
- Coaching
- Facilitating
- Innovating
- Influencing

This document lists the courses that address the core competencies and is a tool to plan and track progress towards developing the desired supervisory competencies. Employees are encouraged to work with their supervisor to identify the best time to complete the training within the first year of employment.

Registration for the courses can be completed online at [www.maricopa.edu/hrms](http://www.maricopa.edu/hrms). Course descriptions, course schedules and a transcript of courses completed are also available at this site.

For complete course descriptions or an upcoming course schedule, please visit:  
[www.maricopa.edu/learn](http://www.maricopa.edu/learn)

Please send questions to:  
[eolt@domail.maricopa.edu](mailto:eolt@domail.maricopa.edu)  
or call 480.731.8281

Core Courses	Hours	Date
<b>Introductory Supervisor Core</b>		
MCCCD Foundations 101 (Online)*	2.5	
MCCCD Supervisor 101	4	
<b>Managing Performance Core</b>		
Setting the Stage for Employee Success	4	
Conducting Effective Performance Conversations	4	
Introduction to Documenting and Correcting Performance	4	
Facilitating Effective Performance Evaluations	4	
<b>Legal/Risk Management Core - Legal Issues:</b>		
Fair Labor Standards Act (Online)	2.5	
Family Medical Leave/Leaves of Absence (Online)	3	
Employment Law Essentials	3	
Supervising in the Public Sector	2.5	
Risk Assessment Tools	4	
Health, Safety & Environmental Management	4	
<b>Sound Business Practices Core</b>		
Managing Public Resources	4	
<b>Innovation Core</b>		
Translating Vision into Strategy	2.5	
<b>Human Relations Core</b>		
Creating a Respectful Work Environment	4	
<b>College/Job Specific Core</b>		
Please check with your college/site employee development representative to determine core course(s).	TBD	
<b>Total Hours</b>		<b>49.5-52 (plus college/site core)</b>

\*Recommended for new supervisors, but not required.

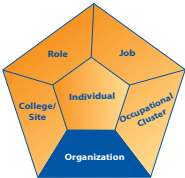
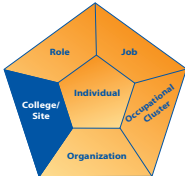
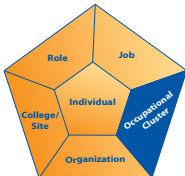
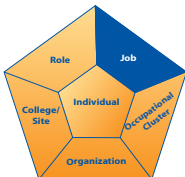
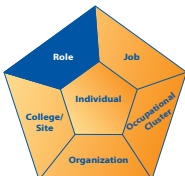
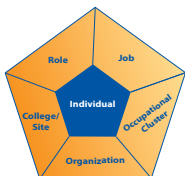


**MARICOPA  
COMMUNITY  
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## MCCCD Competency Model Legend

Maricopa strives to create an environment where employees are successful not only in their jobs but also in supporting the advancement of the organization's goal for student success. Just as our students are learning and growing so must our employees. The Employee and Organizational Development Department has developed a competency approach to identify learning needs and training opportunities.

There are multiple levels within all organizations. And at each level there are competencies made up of the knowledge, skills, and abilities that support employee success. A competency model design has been developed to depict each level of the Maricopa competency model. The model will be used with learning plans to assist employees to quickly identify the level of the organization that is being addressed by a specific learning plan. Included below is a brief description of each level.

	<p><b>Organization Competency:</b> A competency at this level forms part of a vital knowledge, skills and ability required across MCCCD. This level includes competencies needed by all employees to support the organization's vision, mission, values and goals for student success.</p>
	<p><b>College/Site Competency:</b> A core competency required by a location within MCCCD. Each college and site will have competencies that are unique due to the vision, mission, values and goals of that institution. Additionally, evacuation training is an excellent example of a Health &amp; Safety training requirement that is site specific.</p>
	<p><b>Occupational Cluster Competency:</b> An organization utilizes many areas to accomplish their goals. Within MCCCD we have the following occupational clusters: Academic/Student Affairs, Administrative Services, Business Services, Community Affairs, and Information Technologies.</p>
	<p><b>Job Family Competency:</b> An essential competency that describes the knowledge, skills, and abilities needed to work effectively across a group of related jobs. Within Student Services, general Financial Aid knowledge could be considered a job family competency.</p>
	<p><b>Role Competency:</b> Competencies based on representative duties of a specific job title. The representative duties contained within a job description are an indicator of the competencies needed to be successful. Additional roles assigned may also indicate a need for additional competencies. Serving on a search committee is an example of an additional role.</p>
	<p><b>Individual Competency:</b> A competency that is specific to the individual based on additional duties or responsibilities or based on career goals and aspirations.</p>