

LSO Learner Portal Course Program



Training

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Course Program : Supervisory Group 1 - 7/1/2008

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Target Groups

This course is mandatory for the following target groups:

- ADMIN PROGRAM MANAGER 1
- ADMINISTRATIVE ASSISTANT 6

Attainable Qualifications

This course imparts the following qualifications:

- [Documenting for Perform & Discipline](#) (Imparted Proficiency: Completed)
- [PPR for Supervisors](#) (Imparted Proficiency: Completed)
- [Supervisory Group 1](#) (Imparted Proficiency: Completed)

Blocks

Execute the blocks and the courses contained in them in the prescribed sequence.

Supervisory Group 1 Block 2

Sequence	Course	Delivery Method	Action/Status
Without Sequence	Common Myths that Affect Good Supv	Classroom	Booked (06/14/2011-06/14/2011)
Without Sequence	Controlling Absenteeism & Tardiness	Classroom	Select Dates
Without Sequence	CS Essentials for Supervisor	Classroom	Select Dates

Supervisory Group 1 Block 3

Sequence	Course	Delivery Method	Action/Status
Without Sequence	Developing a Motivated Workgroup	Classroom	No Dates Sched.
Without Sequence	Strategies for Supervisory Success	Classroom	No Dates Sched.
Without Sequence	Elements of Supervisory Practices Part 1	Classroom	No Dates Sched.