



## Supervisor Training (English and Spanish)

1. The Supervisor's Job
2. Becoming a Leader
3. Motivation
4. Communication
5. Problem Solving
6. Interviewing and Hiring
7. Delegating and Monitoring
8. Handling Conflict
9. Evaluating Performance
10. Managing Time
11. Managing Meetings
12. Team Building
13. Performance Management and Discipline
14. Legal Considerations
15. Violence in the Workplace
16. Diversity in the Workplace
17. Sexual Harassment
18. Wage & Hour
19. Managing Problem Employees
20. Avoiding Retaliation Claims
21. Conducting a Thorough Investigation
22. Documentation
23. Leaves of Absences/Disability/Workers' Compensation