

## Administrative

**Program Length:** 14.3 Hours

**Program Start Date:** Start anytime

**Program End Date:** 365 days from enrollment date

**Audience:** Adults in school administration

**Program Description:** The Administrative catalog helps administrators learn how to manage their workload; build workplace relationships; create and maintain safe, effective work environments; and ensure they are working within the law.

Socializing at Work

Understanding Behavioral Intentions

Choosing Your Approach

At Will Employment

Complying with ADA Requirements

Family and Medical Leave Act as of 2009

Working Wounded: Preventing Lawsuits

Freedom of Speech in the Workplace

Freedom of Religion in the Workplace

FLSA & State Wage-Hour Law

Wrongful Termination

Complying with ADA Requirements as of 2009

Legal Guidelines for Interviewing

Top Ten Ways for a Manager to Stay Out of Jail

Business Protocol

Goal Setting and Action Planning

Leap of Faith

Creative Time Management for the New Millennium

The Dynamics of Self-Talk (Interview)

Working Wounded: Office Politics

Working Wounded: Getting More Work Done

The Influence Edge and Change

Dealing with Non-Stop Change

Becoming More Assertive

Working Wounded: Dealing with a Messy Desk

Working Wounded: Performance Appraisals

Self-Talk First Aid Kit

Self-Motivation Through Self-Talk

The Influence Edge Model

E-Mail and Internet Privacy at Work

Computer Comfort

Workplace Violence: Ingredients for Disaster

Working Wounded: Overcoming Your Own Bias  
Diversity Effectiveness - An Overview  
Preventing Sexual Harassment (Presentation Style)  
Preventing Violence in the Workplace (Presentation Style)