

Employee Name	Dpartment	Library Code	Course Count	Courses taken
<b>Satterly Jim</b>	Managers/ Supervisors	97FFYK08	29	12

#### Courses taken Within Department

Course	Taken?	Renewal
ADA - What Supervisors Need to Know	0	3/12/2018
Attendance Management - Supervisors	0	3/12/2018
Coaching for Superior Employee Performance - Supervisors	0	3/12/2018
Disaster Planning - What Supervisors Need to Know	0	3/12/2018
Diversity - Legal Basics for Supervisors	0	3/12/2018
Effective Meetings - How to for Supervisors	0	3/12/2018
Employment Law - Supervisors	0	3/12/2018
FLSA - What Supervisors Need to Know	0	3/12/2018
FMLA - What Supervisors Need to Know	0	3/12/2018
Grounds for Termination - What Managers and Supervisors Need to Know	0	3/12/2018
Hiring Legally	0	3/12/2018
Interviewing Skills for Supervisors	0	3/12/2018
Leadership Skills - Managers and Supervisors	0	3/12/2018
Measuring Job Performance - What Supervisors Need to Know	0	3/12/2018
Motivating Employees - Tips and Tactics for Supervisors	0	3/12/2018
New Employee Orientation for Supervisors	0	3/12/2018
NRLA and Unions - What Supervisors Need to Know	0	3/12/2018
Performance Appraisals - How to Conduct Effectively	0	3/12/2018
Progressive Discipline	0	3/12/2018
Reducing Employee Turnover - Increasing Retention	0	3/12/2018
Sexual Harassment - What Supervisors Need to Know	0	3/12/2018
Substance Abuse - What Supervisors Need to Know	0	3/12/2018
Team Building for Supervisors	0	3/12/2018
Terminating Employees - What Supervisors Need to Know	0	3/12/2018
Worker's Compensation - What Supervisors Need to Know	0	3/12/2018
Workplace Ethics for Supervisors	0	3/12/2018
Workplace Harassment - What Supervisors Need to Know	0	3/12/2018
Workplace Privacy - What Supervisors Need to Know	0	3/12/2018
Workplace Violence - Supervisors	0	3/12/2018

#### Courses taken outside Department

Course	Taken?	Renewal
Safety Orientation - New Employee	1	1/25/2013
PPE - Foot Protection	1	1/26/2013
Crane Rigging	1	1/25/2013
Substance Abuse - What Employees Need to Know	1	1/29/2013
Workplace Security for Employees	1	1/26/2013
PPE - What Employees Need to Know	1	1/26/2013
Ladder Safety	1	1/29/2013
Forklift Operator Safety	1	1/25/2015
Emergency Action and Fire Prevention	1	1/29/2013
Respiratory Protection	1	2/20/2013
Noise and Hearing Protection	1	2/20/2013
Good Housekeeping	1	1/26/2013