

## Recommended HR Trainings for Student Life Staff

*Based on Career Stage*

Category	Course	New Professionals	Emerging Professionals	Mid-Level Professionals	Senior Leaders
		<i>Coord. &amp; Sr. Coord.</i>	<i>Lead Coord. &amp; Asst. Dir.</i>	<i>Assoc Dir &amp; Dir.</i>	<i>Deans &amp; AVPs</i>
<b>Professional Development</b>	Best Practices: Performance Review Self-Evaluation	●	●	●	●
	Collaboration	●	●	○	-
	Conflict Management for Managers	-	●	●	○
	Crucial Conversations for Mastering Dialogue	●	●	●	●
	Crucial Influence	○	○	●	●
	Foundations of Professional Communication	●	○	-	-
	Getting Things Done (GTD)	●	○	-	-
	Leading in the Multigenerational Workplace	●	●	●	●
	Managing Your Career at Baylor	●	○	-	-
	The Power of Habit	●	-	-	-
	Powerful Presenting	●	○	-	-
	Project Management for the Unofficial PM	●	○	-	-
	Setting SMART Goals	●	○	-	-
	Step Up: Prepare to Lead	●	-	-	-
<b>Leadership Lessons</b>	LL: Communicating as a Leader	●	●	○	-
	LL: Creating a Feedback Culture	-	●	●	●
	LL: Handling Common Employee Relations Issues	-	●	●	●
	LL: Leadership Presence	●	●	●	●
	LL: Leading Great Meetings	●	●	●	○
	LL: Leading Remotely	-	●	●	○
	LL: Making Your One-on-Ones Matter	-	●	●	●
	LL: Mistakes Managers Make	-	●	●	●
	LL: Retaining Great Employees	-	○	●	●
	LL: Writing & Discussing Staff Performance Evals	-	●	●	●
<b>Additional Leadership</b>	Leadership Essentials: Managing at Baylor	-	●	●	○
	Merit for Managers	-	●	●	●
	The 4 Essential Roles of Leadership	-	○	●	●
<b>Student Employment</b>	Supervising Student Employees	●	○	-	-

- = Core / Strongly Recommended
- = Elective / Recommended Based on Role
- = Not Prioritized at This Stage