

## Overview

The Fundamentals of Supervision (FOS) Certificate Program served to develop basic leadership skills for new and potential managers. **The program is being phased out and all current participants should plan to complete the nine (9) required courses by 5/31/2023.**

- The **first eight (8) courses** are self-paced and may be accessed for free through LinkedIn Learning with your USF NetID. Click [here](#) for instructions.
- The **ninth course (Performance Management Basics)** is instructor led and delivered via MS Teams. Register for a session by enrolling in through USF Employee Learning.

### To receive credit in GEMS and your FOS certificate, please do the following:

Upon completion of the online courses AND the MS Teams course, email all eight (8) of your certificates from LinkedIn Learning in one email with **your employee number to [training@usf.edu](mailto:training@usf.edu)**

### Online Self-Paced Courses:

#### Transitioning from Technical Professional to Manager

**Duration** 57 minutes

**How to enroll** Access this course with your NetID through LinkedIn Learning by clicking the title here: [Transitioning from Technical Professional to Manager](#)

#### Improving your Conflict Competence

**Duration** 52 minutes

**How to enroll** Access this course with your NetID through LinkedIn Learning by clicking the title here: [Improving Your Conflict Competence](#)

#### Leading Productive Meetings

**Duration** 1 hour 4 minutes

**How to enroll** Access this course with your NetID through LinkedIn Learning by clicking the title here: [Leading Productive Meetings](#)

#### Managing Multiple Generations

**Duration** 42 minutes

**How to enroll** Access this course with your NetID through LinkedIn Learning by clicking the title here: [Managing Multiple Generations](#)

#### Performance Management: Setting Goals and Managing Performance

## Fundamentals of Supervision: Program Phase-Out

**Duration** 19 minutes

**How to enroll** Access this course with your NetID through LinkedIn Learning by clicking the title here: [Performance Management: Setting Goals and Managing Performance](#)

### Communications Foundations

**Duration** 1 hour 24 minutes

**How to enroll** Access this course with your NetID through LinkedIn Learning by clicking the title here: [Communication Foundations](#)

### Coaching for Results

**Duration** 1 hour

**How to enroll** Access this course with your NetID through LinkedIn Learning by clicking the title here: [Coaching for Results](#)

### Managing Teams

**Duration** 1 hour 11 minutes

**How to enroll** Access this course with your NetID through LinkedIn Learning by clicking the title here: [Managing Teams](#)

## MS Teams Instructor-Led Course:

### Performance Management Basics (LTDPMA)

Performance Management Basics - This instructor-led training introduces managers/supervisors to basic processes and skills for managing and evaluating employee performance, and also covers information specific to USF.

**Duration** 1 hour

**Location:** MS Teams

**How to enroll:** Enroll through USF Employee Learning in the MyUSF portal. [Click here for more information about USF Employee Learning, including enrollment job aids and tutorials.](#)

**Prerequisites:** Performance Review Fundamentals