



Upskilling for  
Leadership, Inspiration,  
Finance, and Training

*Leadership Essentials*

**Q1 Leadership Checklist**

Name \_\_\_\_\_

Start Date \_\_\_\_\_

Due Date \_\_\_\_\_

- Think HR *First Time Manager: Understanding a Managers Role*

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- Think HR *Leading Teams: Building Trust and Commitment*

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- Think HR *Leading Teams: Developing the Team and its Culture*

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- Employee Portal *MLT: Personal Development and Coaching Your Team (Watch Video)*

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- Think HR *Leading Teams: Establishing Roles, Goals, and Guidelines*

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- Paycom *Set or review personal goals in Paycom (Must be approved by supervisor)*

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- Think HR *The Voice of Leadership: Effective Leadership Communication Strategies*

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- Think HR *Communicating Across Cultures*

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- Think HR *Telecommuting Basics: Communication Strategies for the Remote Employee*

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- Employee Portal *MLT: Professionalism & Communication (Watch Video)*

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- Think HR *EEO and Lawful Hiring*

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- Think HR *Essentials of Interviewing and Hiring: Conducting an Effective Interview*

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- Employee Portal *MLT: Interviewing and Recruitment (Watch Video)*

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- Think HR *A Manager's Guide to Discipline and Documentation*

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- Employee Portal *MLT: Progressive Discipline and Performance (Watch Video)*

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- Virtual Meeting *Training & Development Manager: Wrap-up Leadership*

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- Paycom *Access Certificate of Completion (accessible after all activities complete)*

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**Monthly Leadership Training (MLT) Attended**

_____ Jan _____	_____ May _____	_____ Sept _____
_____ Feb _____	_____ June _____	_____ Oct _____
_____ March _____	_____ July _____	_____ Nov _____
_____ April _____	_____ Aug _____	_____ Dec _____

Signature \_\_\_\_\_

Date \_\_\_\_\_