# Manager Academy: Manage & Engage Checklist

## Checklist for Completion

<table>
<thead>
<tr>
<th>Prerequisite for All Workshops</th>
<th>Date Complete:</th>
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</thead>
<tbody>
<tr>
<td>Communicating for Leadership Success</td>
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**Required Workshops:**
- Setting Goals & Reviewing Results
- Coaching for Peak Performance
- Addressing Poor Performance
  - Prereq: Coaching for Peak Performance
- Engaging & Retaining Talent
- Documentation: Factual & Objective
- Tips for PiPs
  - Prereq: Documentation
- Situational Leadership Concepts
- Leadership: The Oz Principle
  - Prereq: The Oz Principle Certificate
  - Oz Principle programs available soon

<table>
<thead>
<tr>
<th>Recommended Workshops</th>
<th>Date Complete:</th>
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<tbody>
<tr>
<td>Resolving Workplace Conflict</td>
<td></td>
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<tr>
<td>Developing Yourself &amp; Others</td>
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<tr>
<td>Driving Change</td>
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**P.I.A.T. (Putting it All Together)**

When you have completed all required workshops and have turned in your checklist, you will be invited to attend a finale celebration and present a 5 minute PIAT presentation to show how you have implemented the skills you have learned back in your office. You will receive more detailed information about the Finale upon completion of the workshop requirements.

## Registration Steps

**Step 1:** From the Manager Academy webpage, select the development track you would like to learn more about.

**Step 2:** On the selected development track’s webpage, select the button marked “Checklist & Registration Job Aid.”

**Step 3:** From the Job Aid, select which workshops you would like to attend.

**Step 4:** Navigate to SuccessFactors Learning*

**Step 5:** Type in the title of the workshop you wish to attend in the Find Learning tile and hit “Enter” on your keyboard.

**Step 6:** Click the arrow next to View Course Dates to view available course dates and times.

**Step 7:** From the date and time you’d like to attend, click Register Now.

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*Accessing SuccessFactors Learning

For more information on how to access SuccessFactors Learning, search for courses, view attendance history, and more, check out the job aid at [www.tinyurl.com/UCLearning-UserJobAid](http://www.tinyurl.com/UCLearning-UserJobAid).