## Training Advisor at a Glance

### Supervision

Pick a topic (below). Find a course that addresses that topic (right). Click on the course title or the "x" to go to the course.

<p>| Accountability | Alignment with the mission of the organization | Assigning work | Benefits | Career development | Clarifying mission and vision | Classification | Coaching employees | Collective bargaining agreements | Communicating effectively | Compensation | Conflict management | Creating employee buy-in | Delegating work responsibilities | Developing a training plan | Disciplinary and corrective action | Documenting performance | Educational benefits | Equal opportunity | Giving feedback to employees | Grievance and complaint procedures | Hiring | Interviewing job applicants | Job analysis | Job description | Leading | Listening | Managing change | Measuring performance results | Motivating employees | Observing performance | On-the-job training | Performance appraisal |
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