

MVP Phase II Skill Assessment Development

MVP Module	#	Draft Q's			Final Q's			
		Dev	Sent	Reviewed	Edited	Pub.	To Dee	On KC
Communication Skills - Frankly Speaking	26	X	X	X	X	X	X	X
Communication Skills - The Art of Listening	23	X	X	X	X	X	X	X
Conflict Management: Concepts	15	X	X	X	X	X	X	X
Conflict Management: Process	16	X	X	X	X	X	X	X
Conflict Management: Application	15	X	X	X	X	X	X	X
Customer Service: Basic Skills	20	X	X	X	X	X	X	X
Customer Service: Managing CS	19	X	X	X	X	X	X	X
EEP - Coaching	20	X	X	X	X	X	X	
EEP – Delegating	20	X	X	X	X	X	X	
EEP-Intro to Supervision	18	X	X	X	X	X	X	
EEP-Managing Work Process	18	X	X	X	X	X	X	
EEP-Motivating for Improved Performance	21	X	X	X	X	X	X	
EEP-Engagement	18	X	X	X	X	X	X	
Ethical Decision Making	20	X	X	X	X	X	X	
Leadership: Competencies	20	X	X	X				
Leadership: Influencing Others/Building Trust	17	X	X	X				
Leadership: Styles	19	X	X	X				
Self Mgt - Emotional Intelligence	19	X	X	X	X	X	X	X
Self Mgt - Stress Management	16	X	X	X	X	X	X	X
Self Mgt - Time Management	16	X	X	X	X	X	X	X
Valuing Differences	17	X	X	X	X	X	X	

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HR POLICY & LAW COURSE		Draft Q's			Final Q's			
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Alcohol & Other Drugs	18	X	X	X	X	X	X	
Americans w/Disabilities Act - ADA	21	X	X	X	X	X	X	X
Compensation Policy - Compensation Plan	16	X	X	X	X	X	X	X
Compensation Policy - Pay Practices	16	X	X	X	X	X	X	X
Compensation Policy - Pay Factors	15	X	X	X	X	X	X	X
Emergency & Security Awareness	20	X	X	X	X	X	X	
Employee Selection Prodedures - After the Interview	21	X	X	X				
Employee Selection Procedures - Before the Interview	20	X	X	X				
Employee Selection Procedures - During the Interview	20	X	X	X				
FLSA - Overview	11							
FLSA - Overtime Comp. Requirements	10							
FLSA - Coverage	10							
FMLA	16	X	X	X	X	X	X	X
Financial Fundamentals	20	X	X	X	X	X	X	
FOIA	20	X	X	X	X	X	X	
Fundamentals of EEO Law	22	X	X	X	X	X	X	X
Grievance Procedure	0							
Leave Policies	20	X	X	X	X	X	X	X
Managing Telecommuters	23	X	X	X	X	X	X	
Perf. Mgt – Dev. EWP	16	X	X	X	X	X	X	X
Perf. Mgt - Doc/ Feedback Forms	17	X	X	X	X	X	X	X
Perf. Mgt – Evaluating Performance	15	X	X	X	X	X	X	X
Perf. Mgt - Overview	16	X	X	X	X	X	X	X
Perf. Mgt - Probationary Period	15	X	X	X	X	X	X	X

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PWH - Preventing Sexual Harassment	18	X	X	X	X	X	X	X
PWH - Preventing Workplace Harassment	22	X	X	X	X	X	X	X
PWH - Vicarious Liability	14	X	X	X	X	X	X	X
Return to Work	20	X	X	X	X	X	X	
Risk Mgt	20	X	X					
Standards of Conduct	10							
Understanding State Gov	22	X	X	X	X	X	X	X
Workplace Ergonomics	10							