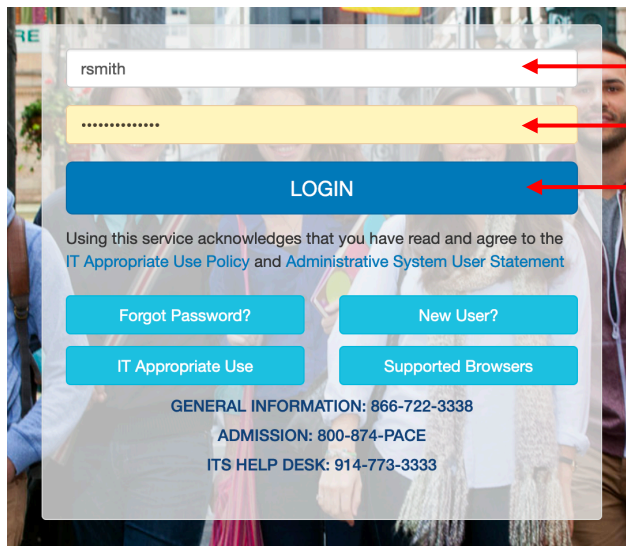


Classes TD-CPE guide for our courses

From on-campus (or via **VPN**), follow the provided link and sign in using your Pace Username and Password: <https://classes.pace.edu/>



rsmith

.....

LOGIN

Using this service acknowledges that you have read and agree to the [IT Appropriate Use Policy](#) and [Administrative System User Statement](#)

[Forgot Password?](#) [New User?](#)

[IT Appropriate Use](#) [Supported Browsers](#)

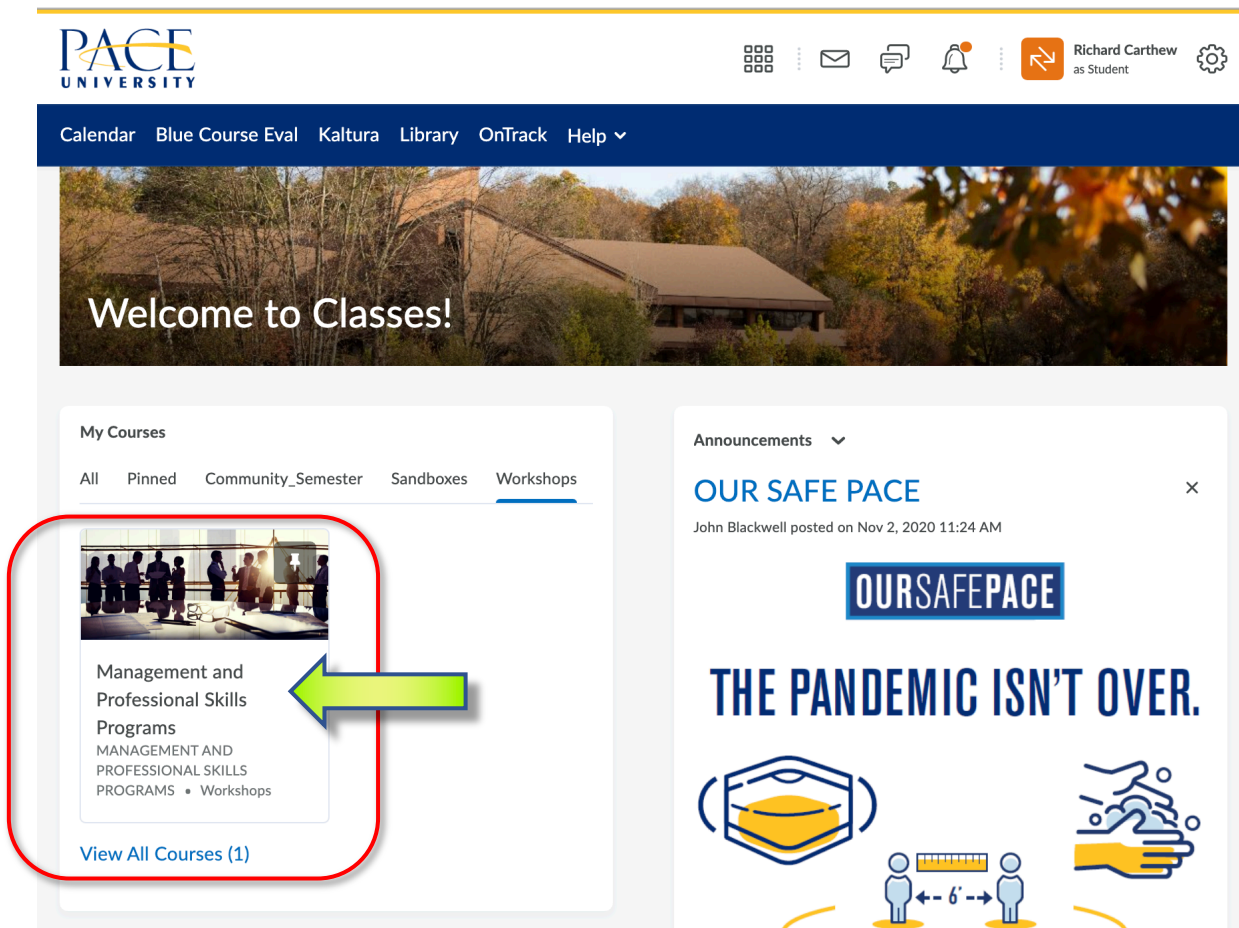
GENERAL INFORMATION: 866-722-3338
ADMISSION: 800-874-PACE
ITS HELP DESK: 914-773-3333

← Your regular Pace Username

← Your Password

← Click “Login”

From the Classes Homepage, click on “Management and Professional Skills” as indicated by the arrow, this will open the course module



PACE UNIVERSITY

Calendar Blue Course Eval Kaltura Library OnTrack Help ▾

Welcome to Classes!

My Courses

All Pinned Community_Semester Sandboxes Workshops

Management and Professional Skills Programs
MANAGEMENT AND PROFESSIONAL SKILLS PROGRAMS • Workshops

View All Courses (1)

Announcements ▾

OUR SAFE PACE

John Blackwell posted on Nov 2, 2020 11:24 AM

OURSAFEPACE

THE PANDEMIC ISN'T OVER.

1

Once inside Management and Professional Skills Programs, you should see on the left one or more module titles with thumbnail pictures to the courses you registered for. Click on the title of the course you wish to take and it will load the title and description of the course.

The screenshot shows the PACE University Management and Professional Skills Programs dashboard. The top navigation bar includes the PACE University logo, the program name, and several icons. Below the navigation bar, there is a dark blue header with links to Course Home, Content, Activities, Achievement, Tools, Video, and Help. The main content area is divided into two columns. The left column displays a list of courses, each with a thumbnail image and a title. The course 'Delegating for Shared Success' is highlighted with a red box, and a green arrow points to its title. The right column contains an 'Announcements' section with a message from Richard Carthew.

Click the title again (as indicated by the arrow) and the module will load

The screenshot shows the PACE University Management and Professional Skills Programs dashboard. The top navigation bar includes the PACE University logo, the program name, and several icons. Below the navigation bar, there is a dark blue header with links to Course Home, Content, Activities, Achievement, Tools, Video, and Help. The main content area is divided into two columns. The left column displays a list of courses, each with a thumbnail image and a title. The course 'Delegating for Shared Success' is highlighted with a green arrow. The right column contains the course details for 'Delegating for Shared Success', including a progress bar showing 0% completion and a description of the course.

Here is the “Delegating For Shared Success” course module. To begin, click the “Start” button (indicated by arrow). Another button (indicated by red arrow) allows you to display the course in another tab. **Please note:** sometimes the ‘Next’ button is hidden and needs scrolling down to be visible.

Full-screen

Course Home Content Activities Achievement Tools Video Help

Table of Contents > Delegating for Shared Success > Delegating For Shared Success

Delegating For Shared Success

achieve+forum™

DELEGATING FOR SHARED SUCCESS

Select the Start button to begin.

Start >

< >

Home Help Additional Reading Menu

INTRODUCTION ✓

LESSON INTRODUCTION ✓

THE DELEGATION EQUATION >

OVERVIEW OF THE KEY ACTIONS >

THE CHALLENGE OF DELEGATION >

DELEGATING FOR SHARED SUCCESS >

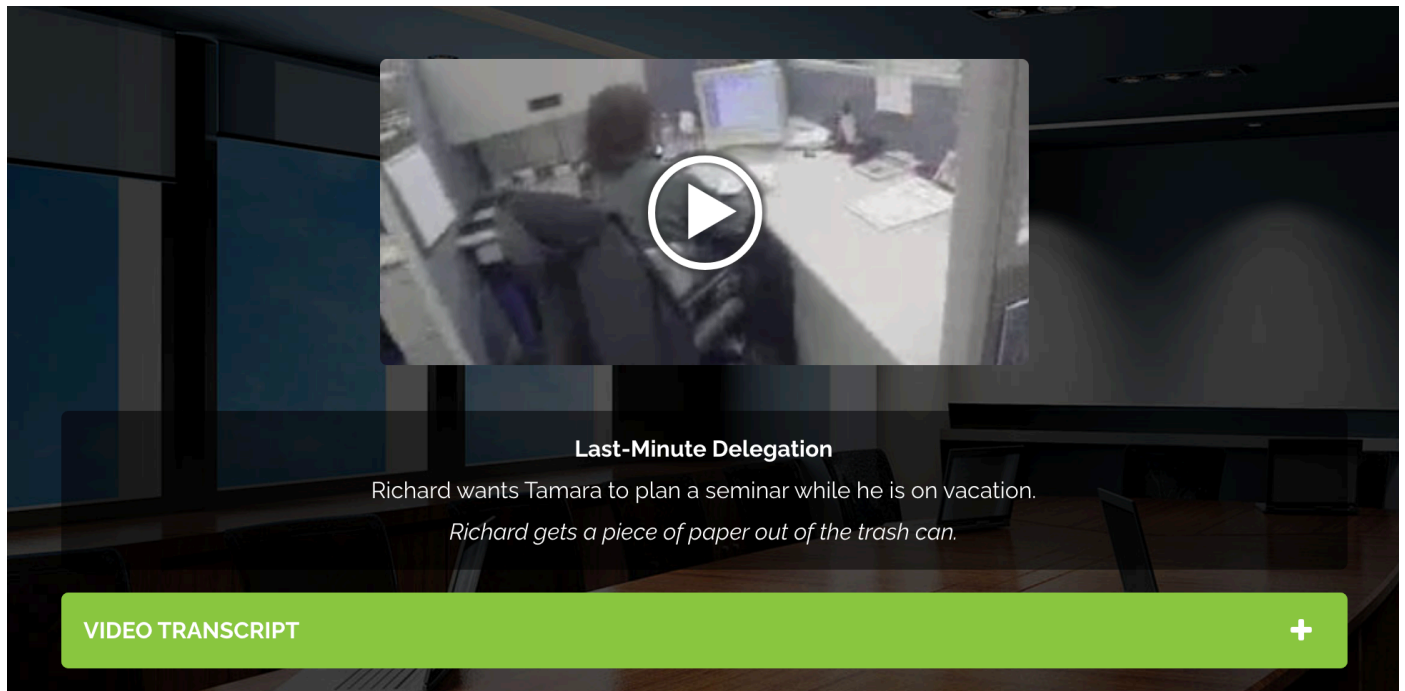
YOUR DISCUSSION PLAN >

LESSON SUMMARY >

CHECK YOUR KNOWLEDGE >

There are several icons in the top menu bar and they include a link to Home, Help, Additional Reading and a course Section Menu (shown here at right) The Section Menu helps keep you informed of progress within the course.

There is a range of content types within each course, such as text, short quizzes, links, drop down boxes and video scenarios.

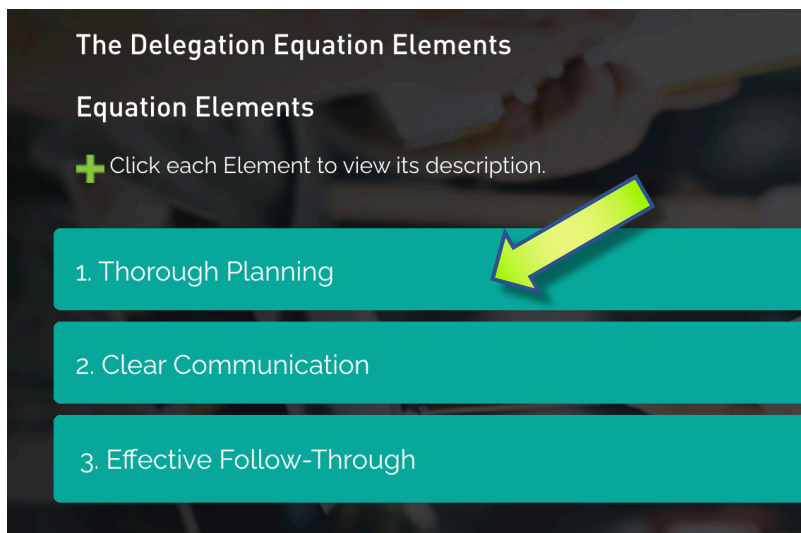


The video player shows a scene in an office. A person is seated at a desk with a computer monitor. A play button icon is centered over the video frame. Below the video frame, the title 'Last-Minute Delegation' is displayed, followed by a summary: 'Richard wants Tamara to plan a seminar while he is on vacation. Richard gets a piece of paper out of the trash can.' At the bottom of the player, there is a green bar with the text 'VIDEO TRANSCRIPT' and a plus icon on the right.

Last-Minute Delegation

Richard wants Tamara to plan a seminar while he is on vacation.
Richard gets a piece of paper out of the trash can.

VIDEO TRANSCRIPT +



The slide is titled 'The Delegation Equation Elements'. Below the title is the heading 'Equation Elements' and a green plus icon followed by the text 'Click each Element to view its description.' There is a list of three items, each in a teal box: '1. Thorough Planning', '2. Clear Communication', and '3. Effective Follow-Through'. A yellow arrow with a black outline points to the first item, '1. Thorough Planning'.

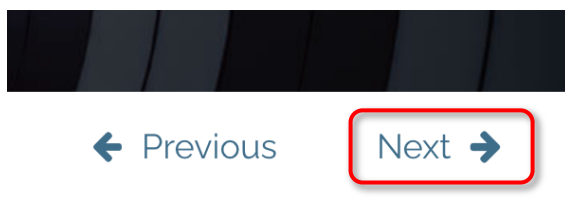
The Delegation Equation Elements

Equation Elements

+ Click each Element to view its description.

1. Thorough Planning
2. Clear Communication
3. Effective Follow-Through

Drop down sections. Click each element to view its description



The navigation bar contains two buttons: 'Previous' with a left-pointing arrow and 'Next' with a right-pointing arrow. The 'Next' button is highlighted with a red rectangular border.








← Previous Next →

To progress to the next slide after viewing all the on-page content, click “Next” at the bottom right of the window


Courses with more than one topic / sub-module


There are some courses that have more than one topic or sub-module. In these cases, please click on each sub-topic's blue title to access the content.


Note once inside a course, a search field is visible, and a Table of Contents is available on the left

 Management and Professional Skills Programs      Richard Carthew
as Student 

Course Home Content Activities ▾ Achievement ▾ Tools ▾ Video ▾ Help ▾

Search Topics 

 Syllabus

 Bookmarks


 Course Schedule

Table of Contents

46

Addressing Emotions at Work
Begins January 6

1

Delegating for Shared Success

1

Identifying Work Priorities Set Verifiable Goals

1


Listening in a Hectic World

1

Managing Your Priorities

1


Realizing Talent in Others ▾

 Print

Employees have latent talents and existing skills we often fail to leverage. Turning these talents into capabilities by developing others to their fullest potential is a leader's most important work and a requirement for long-term organizational success. Supporting this leadership role are major studies over the past 40 years confirming that people, by their nature, have a strong need to: Engage in interesting activities, Succeed at new challenges, Improve their competence & Demonstrate mastery.

0 % 0 of 3 topics complete


RTO How to Realize Talent in Others ▾

 Content Object

Updated •

Welcome to this micro-lesson focusing on meeting organizational needs by uncovering and developing employee talents.


RTO Knowledge Assessment - Realizing Talent in Others ▾

 Content Object

Updated •

This micro-lesson will assess your ability to meet organizational needs by recognizing and nurturing employee talents.

RTO Challenge - Realizing Talent in the Lab ▾

 Content Object

Updated •

This micro-lesson will challenge you to help a manager develop capability in his employee.

If you have any additional questions about the above document, please contact us at cps@pace.edu