### Understanding Your Role as a K-State Supervisor
**Presented by Human Capital Services**

This session is suitable for all academic, professional and support staff with management and/or leadership roles across the University. Participants will understand the importance of a leader who encourages and guides employees, advances teamwork, inspires trust and optimizes results.

**March 23**
- 8:00 a.m.-12:00 p.m.
- Banquet Room C
- Alumni Center

### Effectively Utilizing K-State Policies and University Handbook
**Presented by Human Capital Services, Office of Institutional Equity & the Provost Office**

This session provides an interactive opportunity for supervisors to apply K-State employment policies and the University Handbook.

**Prerequisite online trainings:** Americans with Disabilities Act (ADA) for Supervisors, Benefit Your Team, Fair Labor Standards Act (FLSA) Basics: What Do You Need to Know, Foundations of the Family Medical Leave Act (FMLA), and Recognizing Discrimination & Sexual Harassment

**March 25**
- 8:00 a.m.-12:00 p.m.
- Banquet Room C
- Alumni Center

### Mindful Communication for Supervisors
**Presented by Communication Studies**

This session will provide participants insight into their own communication styles and anxieties. Participation will help supervisors understand how verbal and nonverbal communication can help to create more mindful, effective messages to employees.

**March 27**
- 8:00 a.m.-10:30 a.m.
- Tadtman Boardroom
- Alumni Center

### Understanding Legal & Ethical Responsibilities of Supervisors
**Presented by Office of General Counsel & College of Business Administration Management Faculty**

This session is designed to introduce participants to legal concepts by providing an overview of key laws and policies impacting the workplace. Participants will learn how to spot legal issues and how to best utilize resources to assist with potential legal and ethical concerns.

**March 30**
- 8:00 a.m.-11:30 a.m.
- Banquet Room C
- Alumni Center

### Beyond Race: Diversity and Inclusion in the Workplace
**Presented by Chief Diversity and Inclusion Officer**

This session will address the importance of employees seeing beyond the race of their colleagues and understanding characteristics most notable associated with a positive and productive work environment. This session will help participants understand their own characteristics, their colleagues’ characteristics, and how this knowledge can help make our work environment better in a variety of ways.

**April 1**
- 8:00 a.m.-12:00 p.m.
- Banquet Room C
- Alumni Center
# K-State Supervisory Foundations

## Pillar I: Establishing Your Supervisory Foundation

### March/April 2020 Schedule

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| **Building Your Conflict Management Toolkit**<br>
Presented by Human Capital Services & Family Studies and Human Services | April 3    | 8:00 a.m.-12:00 p.m. | Tadtman Boardroom Alumni Center |
| Enhance your confidence in managing conflict within your department/unit by building your toolkit geared towards your supervisory role in responding to challenging situations that naturally occur within the workplace. |            |              |                           |
| **Collaborative Communication for Supervisors**<br>
Presented by Communication Studies                                     | April 6    | 8:00 a.m.-10:30 a.m. | Banquet Room C Alumni Center |
| This session focuses on communication and decision-making, highlighting ways that communication can facilitate or hinder collaborative decision-making practices in the workplace. |            |              |                           |
| **Performance Management: Supervisory Best Practices**<br>
Presented by Human Capital Services                                     | April 8    | 8:00 a.m.-12:00 p.m. | Banquet Room C Alumni Center |
| This highly interactive session will highlight the strategic best practices necessary for efficiently completing performance reviews and disciplinary action. It will also emphasize the supervisor’s role in coaching employees for success and providing support. |            |              |                           |
| **Prerequisite online trainings:**<br>Attendance Guidelines for University Support Staff (USS)<br>Corrective Action for University Support Staff (USS)<br>Evaluating University Support Staff (USS) Work Performance, and/or Best Practices for Evaluating Unclassified Professional. |            |              |                           |
| **The Strategic Leader**<br>
Presented by Staley School of Leadership Studies                         | April 10   | 8:00 a.m.-12:00 p.m. | Banquet Room C Alumni Center |
| In this session, participants will gain a deeper understanding of their own leadership styles and have an introduction to the leadership styles of others through completing the CliftonStrengths Assessment. Participants will then explore strategies to increase engagement and motivate their colleagues. Through case studies, participants will explore how to speak to loss and manage change at the unit and organizational level. |            |              |                           |