

K-STATE SUPERVISORY FOUNDATIONS

PILLAR I: ESTABLISHING YOUR SUPERVISORY FOUNDATION SPRING 2021 SCHEDULE

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.

February 23
8:30-10:30 a.m.

and
February 25
8:30-9:30 a.m.

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 1
1:30-3:00 p.m.

and
March 4
1:30-3:30 p.m.

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 9
8:30-10:30 a.m.

Understanding Legal and 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 16
1:00-3:00 p.m.

and
March 18
1:00-2:30 p.m.

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.

March 25
8:00-10:00 a.m.

K-STATE SUPERVISORY FOUNDATIONS

PILLAR I: ESTABLISHING YOUR SUPERVISORY FOUNDATION OFFERING SCHEDULE

Building Your Conflict Management Toolkit

Presented by Human Capital Services & Family Studies and Human Services

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.

March 29
9:00-11:00 a.m.
and
March 31
9:00-11:00 a.m.

Collaborative Communication for Supervisors

Presented by Communication Studies

This session focuses on communication and decision-making, highlighting ways that communication can facilitate or hinder collaborative decision-making practices in the workplace.

April 8
9:00-11:00 a.m.

Performance Management: Supervisory Best Practices

Presented by Human Capital Services

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: *Attendance Guidelines for University Support Staff (USS), Corrective Action for University Support Staff (USS), Evaluating University Support Staff (USS) Work Performance, and/or Best Practices for Evaluating Unclassified Professional.*

April 13
8:30-10:30 a.m.
and
April 15
8:30-10:30 a.m.

The Strategic Leader

Presented by Staley School of Leadership Studies

In this session, participants will gain a deeper understanding of their own leadership styles and have an introduction to the leadership styles of others. 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.

April 20
1:30-4:00 p.m.