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

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.

**October 10**
8:00 a.m.-12:00 p.m.
Banquet Room C
Alumni Center

### Effectively Utilizing K-State Policies and University Handbook
**Presented by Human Resources, 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*

**October 12**
8:00 a.m.-12:00 p.m.
Purple Pride Conference Room
Alumni Center

### Mindful Communication for Supervisors
**Presented by A.Q. Miller School of Media and Communication**

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.

**October 17**
8:00-10:30 a.m.
Room 132
Dykstra Hall

### 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.

**October 19**
1:00-5:00 p.m.
Purple Pride Conference Room
Alumni Center

### Building Your Conflict Management Toolkit
**Presented by Human Resources & 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.

**October 26**
8:00 a.m.-12:00 p.m.
Tadtman Boardroom
Alumni Center
PILLAR I: ESTABLISHING YOUR SUPERVISORY FOUNDATION
FALL 2023 SCHEDULE

Collaborative Communication for Supervisors
Presented by A.Q. Miller School of Media and Communication

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

November 1
8:30-11:00 a.m
Tadtman Boardroom
Alumni Center

Advancing Awareness: Diversity, Equity, Inclusion and Belonging
Presented by Office of Diversity, Equity, Inclusion and Belonging

Updated description coming soon! Formerly known as Beyond Race: Diversity and Inclusion in the Workplace.

November 3
8:00 a.m.-12:00 p.m.
To Be Determined

The Strategic Leader
Presented by Staley School of Leadership

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.

November 7
8:00 a.m.-12:00 p.m.
Banquet Room C
Alumni Center

Performance Management: Supervisory Best Practices
Presented by Human Resources

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.

November 9
8:00 a.m.-12:00 p.m.
Banquet Room C
Alumni Center