

K-STATE SUPERVISORY FOUNDATIONS

PILLAR I: ESTABLISHING YOUR SUPERVISORY FOUNDATION SPRING 2024 SCHEDULE

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.

March 18
8:30-10:30 a.m.
and
March 20
8:30-10:00 a.m.

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

March 22
8:30-10:30 a.m.
and
March 25
8:30-10:30 a.m.

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.

March 29
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.

April 1
8:30-10:30 a.m.
and
April 3
8:30-10:30 a.m.

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.

April 5
8:30-10:30 a.m.

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PILLAR I: ESTABLISHING YOUR SUPERVISORY FOUNDATION OFFERING SCHEDULE

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.

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

Advancing Awareness: Diversity, Equity, Inclusion and Belonging

Presented by Office of Diversity, Equity, Inclusion and Belonging

This interactive and informative session will empower participants to learn how and why bias occurs, how unconscious bias can impact the workplace and relationships, and how to address bias.

April 12
8:30-10:30 a.m.
and
April 15
8:30-10:30 a.m.

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.*

April 17
8:30-10:30 a.m.
and
April 19
8:30-10:30 a.m.

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.

April 22
8:30-10:30 a.m.
and
April 24
8:30-10:30 a.m.