Supervisor Development Program

You're a supervisor, now what? Becoming a supervisor is a huge accomplishment! You have demonstrated what it takes to move into a leadership role. This is your opportunity to learn the ins-and-outs of what it really means to be a supervisor.

The seven-session Supervisor Development Program is spread out from January to May 2015. Each person who signs up is committing themselves to attend all seven sessions.

**Sessions and Dates**

There will be a morning and afternoon track available. You only need to sign up for one track. Each track is limited to 16 people.

Sign up on the registration site link for the track you would like to participate in below. Once registered, you will be sent an Outlook calendar invitation that includes the location for each session in the track.

**Morning track** dates are on the following Tuesdays in 2015 from 9:00 am to 11:00 am: January 20, February 3, February 17, March 3, March 17, April 7, and April 21. This is a link to the morning track registration site.

**Afternoon track** dates are on the following Tuesdays in 2015 from 1:00 pm to 3:00 pm: January 27, February 10, February 24, March 10, March 24, April 14, and May 5. This is a link to the afternoon track registration site.

**January**

**Session 1:**
You’re a Supervisor, Now What? Facilitators: Jody Gardei & Angela Buys

This is the first meeting in the Supervisor Development Program that runs from January to May 2015. In this session you will be uncovering your talents and learning how to develop your strengths as a supervisor. Each participant will be given a copy of Strengths Finder 2.0 with an access code to complete a survey before the meeting. During this session we will:

- Review the Supervisor Development Program calendar of events.
- Review findings from Strengths Finder 2.0 assessment.
- Discuss ways to apply what was learned.
- Create an individualized Strength-Based Action Plan.

**February**

**Session 2:**
Keeping it Safe: Identifying Workplace Hazards. Facilitators: Mike McKay & Michele Upton

This session will increase supervisor awareness of his or her environmental health and safety role and responsibilities. By the end of this session you will:

- Understand the resources available to help you address Environmental Health and Safety concerns and issues.
- Identify and act upon your Environmental Health and Safety responsibilities as a supervisor.
- Be able to conduct a Job Safety Analysis for your employees.

**What Can Labor Relations Do For You? Facilitator: Steve Stratton**

In this session you will be provided a general overview of the services provided by Labor Relations with the goal of improving your comfort level working with Labor Relations to address issues you may encounter as a supervisor. By the end of this session you will:

- Understand the supportive role Labor Relations plays at the University.
- Know your role as a supervisor in dealing with employee issues.
- Identify resources available for learning more about the many contracts at Ferris.
- Identify common themes found in each of the different contracts.
- Identify the benefits of dealing with grievances.

**Session 3:**
Why Can’t We All Just Get Along? Conflict Resolution in the Workplace. Facilitators: Tamie Grunow & Sharon Hopper

In this session you will learn how to effectively identify and handle conflict in the workplace in order to reduce stress and improve employee relations. By the end of this session you will be able to:

- Identify sources of conflict.
- Identify when to seek guidance and resources.
- Understand how performance and discipline feedback impacts conflict.
- Understand the confusion about conflict versus employee dignity violations.

**Why Do We Do It This Way? Effective Strategies for Process Improvement. Facilitators: Beth Logan & Karen Thompson**

Have you ever wondered “Why do we do it this way?” During this session you will learn about the important role process mapping plays in workplace productivity and recognize the many benefits associated with reviewing departmental processes. By the end of this session you will understand:

- What is process mapping, when to use it, and the benefits?
March

Session 4:
All Are Welcome: Diversity and Inclusion. Facilitator: David Pilgrim

Ferris State University is envisioned as an institution where all members of the community, including historically underrepresented groups, enjoy campuses that are academically and professionally supportive, respectful, safe, and welcoming—campuses where diversity is so ingrained that it is difficult to determine where diversity begins and ends. In this session you will:

- Have a better understanding of the University Diversity and Inclusion plan.
- Examine initiatives that have been put in place to promote diversity and inclusion.
- Examine the challenges for creating a diverse and inclusive institution.
- Understand our role in creating a diverse and inclusive environment at FSU.

Session 5:
R-E-S-P-E-C-T: Anti-Harassment and Non-Discrimination Policy. Facilitator: Matthew Olovson

In this session you will learn how to create a respectful workplace environment that is free of unlawful discrimination, harassment, and sexual harassment.

- Understand University Anti-Harassment and Nondiscrimination Policies, Core Values, Commitment to Diversity, and Principles of Cultural Competency.
- Appreciate Individual and Institutional responsibilities for the prevention and remediation of prohibited conduct within the University community.
- Attain Strategies for conflict resolution, facilitating discussion of inappropriate or concerning conduct, and resources available to provide assistance.

In Need of Assistance: Handling Accommodation Requests. Facilitator: Julie Rudolph

In this session you will learn your responsibilities as a supervisor in providing reasonable accommodations for your employees, resources to help you fulfill this role, and the importance of being approachable. By the end of this session you will:

- Understand the purpose of the Americans with Disabilities Act (ADA).
- Know your role in addressing accommodation requests.
- Understand the importance of being perceived as approachable by your employees.
- Know how to use the Job Accommodation Network website to capitalize on the value and talent that people with disabilities add to the workplace.
- Identify different assistive technologies and how they are utilized.

April

Session 6:
All in a Day’s Work: Insight into Employment Laws. Facilitators: Tamie Grunow & Holly Williams

This interactive workshop provides an overview of FLSA & FMLA and your role as a supervisor. By the end of this session you will be able to:

- Explain the general impact of FLSA & FMLA employment laws on the workplace.
- Discuss the differences in exempt and non-exempt employee status.
- Explain the key differences in how exempt and non-exempt employees are compensated for work.
- Consult with Human Resources before making employment decisions.
- Coordinate leave requests with Human Resources.

All Inclusive: Advancing Equity and Affirmative Action in Ferris Employment Practices. Facilitator: Matthew Olovson

The University expects each employee to comply with this policy of equal employment opportunity. All management personnel with responsibility for implementing employment decisions are accountable for compliance with the University’s Equal Employment Opportunity Policy, and will be evaluated on their performance, including their compliance with and support of this policy. In this session you will:

- Understand University Equal Employment Opportunity and Affirmative Action policies.
- Appreciate individual and institutional responsibilities for engagement in good faith efforts to recruit, employ, promote, and retain a well-qualified, diverse workforce.
- Have attained strategies for position description development, recruitment planning, equitable interviews, sustaining inclusive workplaces, and resources available to provide assistance.

Session 7:
All Aboard! On-boarding & Coaching Employees. Facilitator: Jody Gardei

Recruit, retain, and re-engage your employees. In this session you will learn how to create a plan for your department to welcome new employees and ensure their success at Ferris, as well as how to re-engage your current staff to ensure your department is in shipshape. By the end of this session you will:

- Understand the concepts of on-boarding & coaching.
- Identify who needs to be involved with new employee on-boarding & employee coaching.
- Learn how to create an on-boarding & coaching plan for your department.
- Identify the roles of Human Resources and your department during on-boarding.
What's In It For You?

By participating in the program, you will be adding to your supervisory skill-set. At the end of the program there will be a recognition ceremony and celebratory luncheon where certificates of achievement will be given to each person who successfully completes the program. You will also earn a punch on your Training & Development punch card for each session you attend. Once you receive 12 punches on your punch card you will earn a Staff Center for Training & Development lanyard.

FAQs

What if I can't attend all seven sessions?

Do not sign up if you cannot commit to all seven sessions. Some of the sessions will be offered outside of the program. Check the registration site to see if the session is offered outside the program. If not, complete the training request form to let us know you would like to see a session offered outside the program. If five or more people complete the training request form the staff center will work to schedule the session.

I'm not a supervisor. May I still sign up for the program?

Yes! Non-supervisors who would like to someday be a supervisor may sign up for the program. Just be aware you may be asked to give up your spot if there are several current supervisors on the waiting list.

Contact Us

Do you have more questions? Contact Jody at extension 2112 or email SCTD@ferris.edu.

Anyone with a disability who needs special accommodations to attend any of these events should call 231-591-2112 at least 72 hours in advance.

Last updated: 12-09-2014