SPRING 2024

This fully virtual series provides professional development opportunities designed for managers and supervisors including aspiring supervisors to enhance existing skills and to develop best practices to promote excellence, effectiveness, and efficiency. Presentation details and registration information are available online at www.utrgv.edu/training. Registrants will receive an email with the Zoom link via an Outlook calendar invite for convenient access, from EmployeeTraining@utrgv.edu.

As we prepare for new and exciting leadership development offerings for Fall 2024, this semester is the last time offering the series in this format, so REGISTER NOW at www.utrgv.edu/training..

BRANDING UTRGV – IT'S EVERYONE'S JOB

FEB 20 10:00 - 11:30 AM	Presented by: University Marketing & Communications	Are you using the correct UTRGV logo? What should you do if a reporter calls you out of the blue? Did you know the UTRGV brand is worth millions of dollars? University Marketing and Communications (UMC) will share how their office can help you with marketing and communication needs. They'll also review university policies that are in place to ensure you and your employees properly brand UTRGV.

COMPENSATION AND CLASSIFICATION PROCESSES

FEB 22 2:00 - 3:30 PM	Presented by: HR Compensation	An overview of the classification process and programs that support UTRGV's effort to attract, engage, and recognize employees. This presentation will discuss regulatory and legal responsibilities, and job classification processes including position creations, job title additions, and reclassifications.

EMPLOYEE PERFORMANCE MANAGEMENT

FEB 27 3:00 - 4:30 PM	Presented by: HR Business Partners	Supervisors play an integral role at UTRGV to develop our employees and help them succeed. Learn about performance management throughout the duration of an employment cycle, from onboarding to offboarding. This training will equip you to successfully manage performance issues at UTRGV.

EFFECTIVE EMPLOYEE ONBOARDING & TRANSFORMING THROUGH ENGAGEMENT: A CROSS-CUTTING PRIORITY

FEB 29 2:00 - 4:00 PM	Presented by: HR On-Boarding Community Engagement & Economic Development	**Effective Employee On-Boarding –** This session offers a comprehensive overview of the UTRGV employee onboarding process, manager resources, and the essential components that strengthen workplace employee enthusiasm, professional development, productivity, and engagement. **Transforming Through Engagement: A Cross-Cutting Priority** - An overview of UTRGV's volunteer online platform "Engagement Zone" and how to promote teambuilding through service activities.

EMPLOYEE LEAVE & TIME MANAGEMENT

MAR 5 3:00 - 4:30 PM	Presented by: HR Business Partners	This presentation is designed to provide you with important information on UTRGV policies and processes regarding leave entitlements, FMLA, and managing employee time. Time management includes topics such as overtime, time reporting, travel time, and break time. Learn UTRGV's interactive process between a supervisor and an employee to manage leave effectively.

AMERICANS WITH DISABILITIES ACT

MAR 7 3:00 - 4:00 PM	Presented by: HR Business Partners	This presentation is designed to provide you with the latest information on the Americans with Disabilities Act (ADA). It will help you to become familiar with ADA requirements and to better understand the reasonable accommodation request process at UTRGV. It will help you better understand your supervisory obligations with regards to this process.

ETHICAL LEADERSHIP & TRUST

MAR 19 9:00 - 10:30 AM	Presented by: HR Organizational Development	This session highlights the Supervisor's Role in demonstrating, encouraging, and supporting ethical behavior. Explore how leading with character and integrity builds trust, improves effectiveness and engages employees to achieve positive results.

ONE STOP PROCESSING, THE HR PORTAL

MAR 21 10:00 - 11:30 AM	Presented by: HR Salary Administration Position Control Commitment Accounting Graduate Office HR Student Employment	Manager and Supervisor essentials for efficient Human Resources new hire, change of job data, change of location and supervisor, change of funding, separation, key request, and tuition assistance processing. Gain insight of the different types of automated forms with up-to-date data from our HRMS system and how to submit requests via the portal. This presentation will highlight key essentials for successful management operations of milestones that arise throughout an employee's life cycle.

SUPERVISOR EXCELLENCE SERIES

EMPLOYEE RECRUITMENT, INTERVIEWING & BEST PRACTICES

MAR 26
3:00 - 5:00 PM

Presented by:
HR Talent Acquisition

This session highlights recruitment and hiring best practices to best empower hiring managers to make excellent hiring decisions.

ENVIRONMENTAL HEALTH, SAFETY & RISK MANAGEMENT; EMPLOYEE WELLNESS & ENGAGEMENT

MAR 28
9:00 - 11:00 AM

Presented by:
Environmental Health, Safety & Risk Management

HR Employee Wellness

Environmental Health, Safety, & Risk Management – Program overview and supervisor responsibilities. Presentation of Worker's Compensation program (WCI), reporting injury or illness process, stakeholder responsibilities, and Return to Work After Work-Related Injury or Illness policy information.

Employee Wellness – Empower your team's well-being by encouraging work/life balance and promoting a positive working environment. Gain valuable information about employee wellness resources, initiatives, and strategies to increase employee engagement contributing to enhanced team success.

TITLE IX: SEXUAL HARASSMENT, SEXUAL MISCONDUCT, AND YOUR ROLE AS A RESPONSIBLE EMPLOYEE

APR 2
2:00 - 3:30 PM

Presented by:
Office of Title IX & Equal Opportunity

This session will provide supervisors an understanding of appropriate workplace behavior and recognize when sexual harassment in the workplace is taking place. It will describe your responsibilities as a UTRGV employee and provide you with information about our policies and procedures.

UTRGV SUSTAINABLE DEVELOPMENT LEADER

APR 4
10:00 - 11:30 AM

Presented by:
Office for Sustainability

Overview of the principles of sustainability through the continuing existence of a healthy, safe and environmentally sustainable campus that enhances individual health, community well-being, and positive teaching/learning experiences, while maximizing efficiencies to enact change on our campus and the region.

E-Learn Employee Enrichment Courses

The following online courses are part of the series completion requirement to receive a certificate. Participants can complete at their own pace throughout the series duration, to further support the development of best practices, promoting excellence, collaboration, and effectiveness. Most courses also offer additional continuing professional education credits.

Link to course playlist – https://share.percipio.com/cd/PELNRlwnT

Course Title	*Description*
Taking Action to Empower Employees *16m 40s*	This course will cover practical ways you can empower employees, so they reach their full potential, boosting job satisfaction and organizational success.
Running Meetings in Better Directions *16m 44s*	In this course, you'll learn how to kick off meetings and how to ensure maximum participation and buy-in. Then you'll be introduced to what to do when meetings go off track, when to intervene, and how to deal with productivity problems. You'll also learn how to close and follow up on a meeting.
Encouraging Team Communication & Collaboration *21m 52s*	In this course, you'll learn how to demonstrate team leadership by encouraging effective communication and overcoming communication problems. You'll explore strategies for encouraging team collaboration. Finally, you'll learn about tools and technologies that are commonly used for virtual teamwork and key considerations for establishing virtual communication guidelines.
Leading by Motivating *18m 50s*	This course provides you with an understanding of why motivating leadership strategies are important and offers practical techniques for encouraging team motivation.
Establishing Team Goals & Responsibilities, and Using Feedback Effectively *22m 10s*	In this course, you'll learn techniques for building and managing teams, including how to set effective team goals, identify roles, assess team members' competencies, and assign roles based on these competencies. You'll also learn how to give and receive feedback effectively to improve teamwork, so that it strengthens your team leadership and the collaboration between your team members.
Defining Alternative Solutions to a Problem *14m 47s*	In this course, you'll learn how to define ideal states and generate and evaluate problem solutions. You'll also learn how to recognize and avoid common pitfalls when solving problems.
Synchronize Goals to Optimize Your Team *25m 44s*	In this course, you will learn how to synchronize organizational, team, and individual goals to maximize opportunities for success. You'll also explore how to get everyone on your team pulling in the same direction, reducing employee dissatisfaction and increasing productivity.

The University of Texas
Rio Grande Valley

Office of
Human Resources

Convenient E-Learn User guide and information is available online at
https://www.utrgv.edu/hr/organizational-development-training/e-learn/index.htm

* For accommodations contact HR Organizational Development & Training at EmployeeTraining@utrgv.edu.

SUPERVISOR EXCELLENCE SERIES