

# UTRGV Supervisor Excellence Series

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 efficiencies. Interactive presentation details and registration information is available online at [www.utrgv.edu/training](http://www.utrgv.edu/training).



## New Component

*Identified E-Learn Employee Enrichment online support courses for completion as part of the series. Information will be provided to participants.*



Zoom links provided to Registrants.

Fall 2023 Virtual Interactive Sessions	Zoom Session	Zoom Session
University Marketing & Communications	September 19 10:00 am – 11:30 am	September 21 10:00 am – 11:30 am
Compensation and Classification Processes	September 26 2:00 pm – 3:30 pm	September 28 9:30 am – 11:00 am
One Stop Processing, the HR Portal	October 3 10:30 am – 12:00 pm	October 5 10:30 am – 12:00 pm
Employee Leave & Time Management	October 10 10:00 am – 11:30 am	October 12 3:00 pm – 4:30 pm
Employee Recruitment, Interviewing & Best Practices	October 17 3:00 pm – 5:00 pm	October 19 10:00 am – 12:00 pm
Employee Performance Management	October 24 10:00 am – 11:30 am	October 26 3:00 pm – 4:30 pm
Ethical Leadership & Trust	October 31 10:00 am – 11:30 am	November 2 2:00 pm – 3:30 pm
Effective Employee Onboarding & Transforming Through Engagement A Cross-Cutting Priority	November 7 2:00 pm – 4:00 pm	November 9 2:00pm – 4:00 pm
Americans with Disabilities Act	November 14 9:00 am – 10:00 am	November 16 2:00 pm – 3:00 pm
Title IX: Sexual Harassment, Sexual Misconduct and Your Role as A Responsible Employee	November 28 2:00 pm – 3:30 pm	November 30 9:00 am – 10:30 am
Environmental Health, Safety & Risk Management; Employee Wellness & Engagement	December 5 9:00 am – 11:00 am	December 7 2:00 pm – 4:00 pm
UTRGV Sustainable Development Leader	December 12 10:00 am – 11:30 am	December 14 10:00 am – 11:30am

UTRGV Supervisor Excellence Series – Spring 2023 Presentation Descriptions	Presenters
<p><b>University Marketing &amp; Communications- Branding UTRGV — It’s Everyone’s Job</b> : 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.</p>	<p><b>University Communications &amp; Marketing</b></p>
<p><b>Compensation and Classification Processes</b> - An overview of the classification process and programs that supports UTRGV’s effort to attract, engage, and recognize employees. This presentation will discuss regulatory and legal responsibilities, job classification processes including position creations, job title additions, and reclassifications.</p>	<p><b>HR Compensation</b></p>
<p><b>One Stop Processing, the HR Portal</b> - 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.</p>	<p><b>HR Salary Administration Position Control, Commitment Accounting, Graduate Office, Student Employment</b></p>
<p><b>Employee Leave &amp; Time Management</b> - 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.</p>	<p><b>HR Business Partners</b></p>
<p><b>Employee Recruitment, Interviewing &amp; Best Practices</b> – This session highlights recruitment and hiring best practices to best empower hiring managers to make excellent hiring decisions.</p>	<p><b>HR Talent Acquisition</b></p>
<p><b>Employee Performance Management</b> - 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.</p>	<p><b>HR Business Partners</b></p>
<p><b>Ethical Leadership &amp; Trust</b> - 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.</p>	<p><b>Human Resources OD</b></p>
<p><b>Effective Employee On-Boarding</b> – 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.</p> <p><b>Transforming Through Engagement: A Cross-Cutting Priority</b> - An overview of UTRGV’s volunteer online platform “Engagement Zone” and how to promote teambuilding through service activities.</p>	<p><b>HR On-Boarding, Community Engagement &amp; Economic Development</b></p>
<p><b>Americans with Disabilities Act</b> - 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.</p>	<p><b>HR Business Partners</b></p>
<p><b>Title IX: Sexual Harassment, Sexual Misconduct and Your Role as A Responsible Employee</b> - 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</p>	<p><b>Office of Institutional Equity</b></p>
<p><b>Environmental Health, Safety, &amp; Risk Management</b> - Program overview and supervisor responsibilities. Presentation of Workers Compensation program (WCI), reporting injury or illness process, stakeholder responsibilities, and Return to Work After Work-Related Injury or Illness policy information.</p> <p><b>Employee Wellness</b> - 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.</p>	<p><b>Environmental Health, Safety &amp; Risk Management;  HR Employee Wellness</b></p>
<p><b>UTRGV Sustainable Development Leader</b> - Overview of the principles of sustainability through the continuing existence of a healthy, safe and environmentally sustainable campus that</p>	<p><b>Office of Sustainability</b></p>