

Supervising @ WAYNE STATE

A Foundational Management Development Program

Supervising @ Wayne State is a workshop series that supports the unique role of managing here at WSU. It streamlines the process of working with an individual Non-Academic employee by providing helpful tools and available resources.

How it Works

The series is made up of ten sessions that cover a variety of topics aligned with each phase of the employee life cycle. Content was designed with new managers in mind, but could be beneficial to a manager with any level of experience. Courses include:

*Supervising
Essentials*

Hiring

Coaching

Attendance

*Discipline &
Termination*

New Managers

Those who have been promoted or hired in to a WSU management position within the last two years are highly encouraged to attend all ten sessions. Be sure to attend all sessions during the same season for a comprehensive experience.

Existing Managers

Those who have been in a management position at WSU for over one year are encouraged to mix and match the sessions that best meet their needs.



**Division of
Human Resources**

**For more information, contact your
Human Resources Consultant.**

Supervising @ WAYNE STATE

Upcoming Sessions

Now Available for Spring 2016

To register, go to [Training.Seminars.Workshops](#). (located in [Academica](#) under "Employee Resources" > "Other Resources"). Find the "Supervising @ Wayne State" section and click on each of the five topics below to find the corresponding session. Select the ones that work best with your schedule.

Supervising Essentials

This session covers all the basics of managing within the context of WSU. Explore your personal management style and how to apply that within a diverse workplace. Leave with a toolkit of new manager resources.

Sessions

Supervising Essentials	4/5/16
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Hiring

These four sessions cover the hiring process, from creating job descriptions to onboarding new hires. Get tips and tools for creating custom materials that include interview questions, onboarding plans and more!

Sessions

Initial Hiring Activities	4/15/16
Screening	4/20/16
Interviewing	4/28/16
Job Offers & Onboarding	5/5/16

Coaching

These three sessions cover the ins and outs of performance management. Discover tips for creating performance expectations, providing targeted feedback/coaching, and completing performance appraisals.

Sessions

Performance Planning	5/11/16
Ongoing Coaching	5/20/16
Annual Reviews/Assessments	5/24/16

Attendance*

This session covers how to prevent and address absence concerns. Establish processes to communicate attendance standards and monitor absences. Leave with tools to incorporate call-in procedures and consistent WTE coding.

Sessions

Attendance	6/2/16
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Discipline & Termination

This session covers the process for disciplining and terminating employees. Discuss ways to incorporate documentation and partner with HR, Labor Relations and OGC throughout the process. Prepare for crucial conversations and discover resources for terminations.

Sessions

Discipline & Termination	6/10/16
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** This course does not cover policies and procedures related to leaves of absence. For training related to intermittent FMLA leaves, please attend FMLA Manager Training, also available in Training. Seminars. Workshops. under the Supervisory section.*