

Supervising @ WAYNE STATE

A New Management Development Series

Welcome the new year with a new program designed to support the unique role of managing at Wayne State. This workshop series will streamline the various processes you encounter when working with your Non-Academic employees by providing helpful tools and available resources.

How it Works

A series of workshops cover various topics related to the five key areas of managing at WSU (listed below). Attend all of the sessions for a comprehensive experience.

*Supervising
Essentials*

Hiring

Coaching

Attendance

*Discipline &
Termination*

New to WSU?

We have designed an alternate workshop schedule for those who are new to managing at Wayne State (within the last year). Attend each session exclusively with other new managers - giving you the unique opportunity to combine learning and networking.



**Division of
Human Resources**

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

Supervising @ WAYNE STATE

Upcoming Sessions

Now Available, Spring & Fall

To register, go to [Training.Seminars.Workshops](#). (located on your Employee tab in Pipeline). Find the “Supervising @ Wayne State” section and click on each of the five topics below to find their corresponding sessions. Please note the different dates available for existing managers (those in a management position for over one year) and new managers (those in a management position for one year or less).

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 | Spring | Fall |
|------------------------|----------|---------|
| Supervising Essentials | April 15 | Sept 16 |

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 | Spring | Fall |
|---------------------------|----------|---------|
| Initial Hiring Activities | April 23 | Sept 24 |
| Screening | April 28 | Sept 29 |
| Interviewing | May 8 | Oct 7 |
| Job Offers & Onboarding | May 13 | Oct 13 |

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 | Spring | Fall |
|--------------------------------|--------|--------|
| Performance Planning | May 19 | Oct 23 |
| Ongoing Coaching | May 26 | Oct 28 |
| Annual Reviews/ Assessments | June 5 | Nov 5 |

Attendance

These two sessions cover 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 | Spring | Fall |
|------------|---------|--------|
| Attendance | June 11 | Nov 13 |
| Leaves | June 16 | Nov 17 |

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 | Spring | Fall |
|--------------------------|---------|-------|
| Discipline & Termination | June 26 | Dec 4 |
