

# Supervising

## @ WAYNE STATE

### *A New Management Development Series*

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Supervising @ Wayne State is designed to support the unique role of managing here at WSU. 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*

Eleven sessions cover various topics related to the five key areas (listed below). The series of eleven sessions are offered multiple times throughout the year. Different sessions are available for existing vs. new managers.

*Supervising  
Essentials*

*Hiring*

*Coaching*

*Attendance*

*Discipline &  
Termination*

#### *Existing Managers*

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

#### *New Managers*

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



**Division of  
Human Resources**

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

# Supervising @ WAYNE STATE

## Upcoming Sessions

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### Now Available in 2015

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	Existing	New
Supervising Essentials	6/30/15	9/16/15

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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	Existing	New
Initial Hiring Activities	7/8/15	9/24/15
Screening	7/17/15	9/29/15
Interviewing	7/23/15	10/7/15
Job Offers & Onboarding	7/28/15	10/13/15

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#### 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	Existing	New
Performance Planning	8/5/15	10/23/15
Ongoing Coaching	8/14/15	10/28/15
Annual Reviews/ Assessments	8/19/15	11/5/15

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#### 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	Existing	New
Attendance	8/27/15	11/13/15
Leaves	9/2/15	11/17/15

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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	Existing	New
Discipline & Termination	9/11/15	12/4/15

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