

SOUTHERN SUPERVISOR ACADEMY



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ACADEMY

Being a successful supervisor has its challenges. There is a lot of responsibility and often very little training. *Until now.*

The **Southern Supervisor Academy** is a 9-month supervisor development program open to all University employees currently in or advancing toward supervisory roles. The program is specifically designed to provide attendees with the necessary knowledge, skills and characteristics needed to excel as a supervisor while offering best practices and learning experiences to improve employee engagement and departmental effectiveness.

Each month Academy supervisors will complete assigned online training courses prior to attending themed Academy classes. Each class will feature a review of the online materials and special guest speakers to provide insight into university policies and procedures relevant to the featured topic. Best practices will be shared and interactive learning experiences offered to engage and educate supervisors.

At the completion of the program, Academy graduates will be awarded a Southern Supervisor Academy certification and become Supervisor mentors for the 2021 Academy cohort.

GET ENROLLED

Southern Supervisor Academy offers university credit. Attendees may earn 1/2 credit per semester. Attendance at all Academy classes and completion of assigned SafeColleges courses is required for Southern Supervisor Academy certification. Academy size is limited to 50.

Contact HR Training at x4499 or email HRtraining@mssu.edu to enroll.

FEATURED TOPICS:

*The Employment
Process*

*Sexual
Harassment*

*Workplace
Diversity*

*Essential
Communication
Skills*

Health & Safety

Managing Conflict

Ethical Behaviors

*Investigating
Misconduct*

*Performance
Reviews and
Evaluations*

SCHEDULE OF CLASSES

Attendance at all Academy classes is required for Southern Supervisor Academy certification. Assigned online courses will be accessible through SafeColleges and are to be completed prior to class.

The Employment Process

Thursday, September 5 | 2PM-3PM | HSB 167

Understanding Southern's employment process, from posting a vacancy thru scheduling an exit interview, is vital to supervisory success. Learn employment best practices and how to avoid key pitfalls associated with the hiring and dismissing of personnel.

Assigned Online Courses: Conducting Job Interviews, Termination: Practice and Procedure, Wrongful Termination

Sexual Harassment

Thursday, October 3 | 2PM-3PM | HSB 167

The recognition and prevention of sexual harassment in the workplace not only improves employee morale, it can protect supervisors and the university from costly litigation. Learn how to identify harassment and apply Southern's anti-harassment policies and procedures to limit sexual harassment across campus.

Assigned Online Courses: Sexual Harassment: Policy and Prevention

Workplace Diversity

Thursday, November 7 | 2PM-3PM | HSB 167

Diversity is anything that sets one individual apart from another. Workplace diversity involves the understanding and acceptance of people with different characteristics. Learn about the power diversity while building a culture that reflects acceptance and respect across campus.

Assigned Online Courses: Discrimination Awareness in the Workplace, Discrimination: Avoiding Discriminatory Practices, Implicit Bias and Microaggression Awareness

Essential Communication Skills

Thursday, December 5 | 2PM-3PM | HSB 167

How a supervisor communicates influences employee motivation, quality of information shared, and engagement. Learn to communicate effectively, even in tense and sensitive situations.

Assigned Online Courses: Communication Styles and Skills, Stress Management, Sensitivity Awareness

Health & Safety

Thursday, January 16 | 2PM-3PM | HSB 167

Supervisors play a key role in workplace safety and are tasked with ensuring a healthy environment for employees. Learn policies and procedures related to campus safety including workers' comp, FMLA, ADA, and HIPAA.

Assigned Online Courses: Supervisor's Role in Safety, Family Medical Leave Act, HIPAA Overview

Managing Conflict

Thursday, February 6 | 2PM-3PM | HSB 167

Conflict is inevitable and if left unmanaged can have a negative effect on the workplace. Learn how to manage conflict constructively to build trust, increase credibility, and engage employees.

Assigned Online Courses: Conflict Management: Staff to Staff, Managing Difficult Behaviors, Retaliation Liability

Ethical Behaviors

Thursday, March 5 | 2PM-3PM | HSB 167

Workplace ethics are the moral principles that guide employee behaviors. Promoting ethics in the workplace creates a positive culture. Learn about the ethical standards and expectations set by the university and how to identify and rectify unethical actions.

Assigned Online Courses: General Ethics in the Workplace, Workplace Bullying: Awareness and Prevention, Workplace Violence: Awareness and Prevention

Investigating Misconduct

Thursday, April 2 | 2PM-3PM | HSB 167

Investigating employee misconduct is one of the most challenging responsibilities given to a supervisor. Learn when and how to investigate allegations in accordance to university policy and review best practices to limit mistakes and ensure long-lasting results.

Assigned Online Courses: Supervisor Investigations: An Overview, Supervisor Investigations: Procedures

Reviews & Evaluations

Thursday, May 7 | 2PM-3PM | HSB 167

Performance reviews and employee evaluations are a key component to employee development. Learn how to make the most of these opportunities to build employee engagement and improve departmental effectiveness.

Assigned Online Courses: Performance Evaluations, Performance Management