

# What Every UMBC Supervisor Should Know:

## Basic Supervisory Tools for New and Experienced Supervisors

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***This two-session program covers general UMBC policies and procedures important for all supervisors of regular and contingent staff.***

### **What past participants said...**

*"A wonderful resource for supervisors. The program was a perfect blend of information presented and information available on the website for future reference as needed."*

*"Each speaker was extremely knowledgeable, and it was nice to see who I would talk with if I have further questions or need support."*

*"I did not realize the amount of resources that are available to me."*

*"I learned a lot of useful information. The program was thorough but not overwhelming, and the online Toolkit is great!"*

*"I came into this program a 'cynic' and left a 'believer.' I hope all UMBC supervisors attend."*

**This program is  
2 half-days:**

**Monday  
June 11, 2012  
and  
Wednesday  
June 13, 2012**

**8:30 am - 12:30 pm  
Engineering Building  
Room 023**

*In this program the staff of the Human Resources department helps supervisors understand the principles and importance of effective supervision and how your role as a supervisor is integral to the success, vision and mission of the University.*

*You will leave this program with information about how to partner with Human Resources, and what tools and support are available to enable your success as a supervisor.*

### **You will learn how to:**

- co-create a productive work environment and the supervisor's role in making that happen;
- hire an employee and successfully orient new employees so they become productive as quickly as possible;
- successfully navigate the payroll process, leave, and timekeeping;
- set clear goals and expectations, and give ongoing feedback on performance;
- effectively manage and support employees, and take a proactive approach to discipline;
- create a learning environment and develop your employees;
- recognize employee dedication and performance, and boost morale to promote employee satisfaction and performance;

***... and more. The tools presented in this program will enable you to create a productive work environment for you and your staff.***

**Register on the web by June 1<sup>st</sup> at: [www.umbc.edu/training](http://www.umbc.edu/training)**

Spaces are limited and pre-registration is required.



**UMBC Training  
& Organization  
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