

What Every UMBC Supervisor Should Know: Basic Supervisory Tools for New and Experienced Supervisors

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:

**Tuesday
September 17
and
Thursday
September 19, 2013**

**8:30 am - 12:30 pm
University Center
Room 312**

Coffee, tea, and water will be provided.

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 September 9th at: www.umbc.edu/training

Spaces are limited and pre-registration is required.



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