

Principles of Supervision and Management (PSM)

Class Descriptions

Online Modules	<p>Affirmative Action and Equal Employment Opportunity: A diverse workforce increases engagement and productivity of employees. Affirmative Action (AA) and Equal Employment Opportunity (EEO) are federal requirements that support employers to have a diverse workforce. You will review how Affirmative Action and Equal Employment Opportunity impacts UW-Madison as a whole and your responsibilities as a manager or supervisor.</p>
	<p>Cybersecurity: UW-Madison is prone to cyber-attacks daily. You can help stop the attackers from gaining access to valuable information. Explore strategies to protect UW-Madison from cyberattacks, which can cause damage to those we serve and the University's reputation.</p>
	<p>Disability Accommodations: Disability accommodations support an employee with a disability to successfully meet the responsibilities and requirements of the job. Here is your chance to recognize when an employee needs an accommodation, know how to navigate the process, and understand how you can support your employee.</p>
	<p>Family and Medical Leave Act (FMLA): The Family and Medical Leave Act (FMLA) allows employees who qualify to take extended leave. You will learn to recognize when to refer employees to FMLA resources, how to navigate the process, and how you can support your employee.</p>
	<p>Corrective Disciplinary Process: The corrective disciplinary process is in place to protect both you and employees when there are severe performance or behavior issues with an employee. You will be introduced to the requirements to move through the corrective disciplinary process with an employee.</p>
	<p>Risk Management: Risk to UW-Madison comes in many forms and can cost the university millions of dollars. Learn the importance of risk management to the university and your role in mitigating risk.</p>
	<p>Workers' Compensation: Workers' compensation provides wage replacement and medical benefits to employees injured on the job. Managers and supervisors demonstrate their care for employees by supporting them through this process. Learn the workers' compensation process, your role and how you support an employee who is injured on the job.</p>
	<p>Safety Fundamentals: Every year there are millions of workplace injuries in the US. As a manager or supervisor, part of your responsibility is supporting the safety of your employees. You will learn about workplace safety and how you can create a culture of safety for your employees.</p>

In-Person Classes

<p>Beginning Your Supervisory Journey: Building a Healthy, Inclusive, and Engaging Work Environment: Being a manager or supervisor is a complex and critical responsibility. In this class, you will begin to build relationships with others and discuss what it means to be a good manager or supervisor.</p>
<p>Self-Knowledge to Influence Inclusion in the Work Environment: “Knowing yourself is the beginning of all wisdom” (Aristotle). You will have the opportunity to learn about yourself and how you can purposely contribute to the work environment. Discover and discuss how better understanding ourselves can impact inclusion in the workplace.</p>
<p>Building an Inclusive Workplace: Inclusive workplaces have these characteristics: sense of belonging, feeling respected, feeling valued as a contributing member, and being appreciated for who you are. Begin to develop personal tools to foster a campus culture that reflects the elements of inclusive organizations.</p>
<p>Managing Employee Transitions for Team Success: It is inevitable that at some point your employees will move on to other work opportunities. This is a complicated time when you have to set yourself up for recruitment and support the rest of your team through this change. In this class you will analyze your next steps with the position and discuss strategies to support your team during this time.</p>
<p>Recruiting for High Quality Talent: Do you want to have dependable and high performing employees on your team? Recruiting and hiring high quality talent requires planning on your part. In this class, you will practice recruitment strategies, from how to reach the candidates you want to apply for the position to how you select the best candidate from all of the applicants.</p>
<p>Onboarding for Employee Success: Onboarding is the first year of a new employee’s time with your team where you welcome them and introduce them to university practices and providing new employees with the tools, resources, and knowledge to become successful and productive. You will learn important aspects of onboarding and create an onboarding plan to effectively welcome and set your new employee up for success.</p>
<p>Conflict Management for a Healthy, Inclusive, and Engaging Environment: Conflict is bound to emerge when working with people. The way you manage conflict with your team has an impact on collaboration and productivity. Explore strategies you can use when conflict arises on your team so you can address it before it becomes unmanageable.</p>
<p>Common Scenarios when Creating a Healthy, Inclusive, and Engaging Environment: Every day, managers and supervisors experience a variety of situations with their employees which influences the work culture of the team. You will practice navigating the day-to-day situations in order to maintain a healthy, inclusive, and engaging work environment for all employees.</p>
<p>Performance Conversations for Employee Development: Discussing performance supports an employee’s development so they can be successful in their role. Learn the performance management requirements of UW-Madison and your role in supporting each employee through formal and informal conversations.</p>
<p>Creating and Sustaining High Performing Teams: High performing teams collaborate and work together to achieve excellent work results. In this class you will learn strategies to create or sustain your high performing team.</p>
<p>Moving Forward in Creating a Healthy, Inclusive, and Engaging Environment: This may be the last class in the series but it doesn’t mean your development is over! Here is your chance to reflect on your experience in the series and chart your future path to continue to grow and develop in your role as a manager or supervisor.</p>

