

HR Series 2017 – 18 Seminar Descriptions

Civil Service Policy and Rules: This seminar has been developed to increase understanding of civil service policies and rules affecting hiring; attendance; use of vacation, sick, and personal leaves; approved and unapproved absences; discipline policies; etc., on campus.

Academic Employment Policies: What do you have to know to comply with federal, state, university, and campus employment policies? We'll show you where these policies are housed; discuss some of the most pertinent ones to academic employment; and reveal why they matter to supervisors, employees, and HR.

Civil Service Employee Performance Management: This seminar provides a framework for effective performance management of civil service staff, including linking the employee's work with the department's goals and objectives, coaching for results, positive recognition, evaluation, and discipline. This content includes a Performance Partnership Program refresher.

Academic Employee Performance Management: This seminar reviews relevant policies and procedures, discusses the common mistakes made when conducting performance reviews, and provides some demonstrations on how to begin the discussion between the supervisor and the employee. The content is focused on performance management of academic professionals and not on policies and procedures for tenure and non-tenure track faculty members.

Civil Service Selection, Hiring, and Promotion: Supervisors will learn how to effectively utilize university employment systems to select and hire staff in the civil service employment category. An overview of the job classification systems and salary considerations will be offered. The seminar will also address the process for internally promoting and reclassifying individuals.

Academic Recruitment, Selection, and Hiring: Representatives from Academic Human Resources and the Office of Diversity, Equity, and Access will help new supervisors learn how to effectively utilize university employment systems to recruit, select, and hire staff in Academic Professional and Faculty member employment categories.

The Family Medical Leave Act: The Family Medical Leave Act (FMLA) entitles eligible employees to take job-protected leave for specified family and medical reasons. This seminar, facilitated by HR experts, will focus on policy and helpful tips to support managers in administering FMLA for their campus units.

Campus Safety: The Supervisor's Role: Participants will be acquainted with and equipped to contact key campus units to address concerns and make referrals on a range of issues, including crime prevention and emergency planning tools.

Enhancing Productivity Through Workplace Wellness Programs: Workplace wellness programs have spread rapidly in recent years, with good reason. Creating a healthy workplace is a win-win for both employees and employers. Research shows that keeping workers healthy helps (1) attract and retain good employees, (2) improve employee morale, (3) improve employee productivity, and (4) contain employee health care costs. This seminar provides managers and supervisors with guidance on the benefits of creating a departmental culture of health, practical tips on how to support health and wellness in their units, and information about how the Campus Wellbeing Services can assist in this process.

Fostering a Culture of Respect I: Understanding the Legal Landscape of Discrimination and Harassment: After this training, participants will be able to articulate and understand the basic tenets of discrimination and harassment laws and policies. Participants will gain more understanding of the Americans with Disabilities Act Amendments Act, including new updates in the law regarding pregnancy and reporting requirements around disability issues. A question and answer as well as discussion session will allow for meaningful exchange around discrimination, harassment, disability, and diversity.

Fostering a Culture of Respect II: Disability Equity: Laws, Etiquette, and Awareness: Participants will understand the importance of the American with Disabilities Act, the Genetic Information Non-Discrimination Act (GINA), and other disability laws. They will learn the dos and don'ts around disability etiquette and engage in discussions on disability awareness in our work environments.

Fostering a Culture of Respect III: The Power of Inclusivity and Cultural Competence: A diverse workforce brings varied perspectives and understandings. At times, diversity can present challenges in creating an inclusive environment. This seminar empowers the participants to connect and understand the importance of being culturally competent and see how through inclusivity their work environments will blossom as we maintain a community of respect and civility.

The Performance Partnership Program (PPP): The Performance Partnership Program (PPP), offered by Staff Human Resources, is a comprehensive performance management system that provides a process for resolving employee performance, attendance, and conduct problems by focusing on adult-to-adult relationships between supervisors and employees. The PPP governs performance management for the majority of civil service employees on the Urbana campus.

Employee Assistance I: Recognizing the Troubled Employee: Oftentimes employees have personal concerns that may affect the workplace. This can be revealed by declining work performance, absenteeism, mistakes or poor judgment, changes in employee appearance, a high accident rate, or inappropriate behavior. Led by FSAS, this seminar assists participants in identifying troubled employees, documenting job performance, approaching difficult conversations with staff, and referring employees to the appropriate resource.

Employee Assistance II: Recognizing the Troubled Work Group: Work groups can experience impasse in problem solving or an inability to effectively work as a team as the result of personality conflicts, power struggles, and maladaptive adjustment to change, just to name a few. This seminar will address how to move a group from persistent dysfunction to constructive growth—moving from supervisory styles that support conflict (e.g., conflict-avoidant, control, and parenting) to supervision that facilitates growth by understanding the stages of group development and the advancement of problem-solving skills. Guidance on how to consult with FSAS is included in this training.

Employee Assistance III: Substance Abuse in the Workplace: Substance Abuse in the Workplace, jointly offered by Faculty/Staff Assistance Services and Illinois Human Resources, educates supervisors on how to address an impaired employee and the impact these individuals have in the workplace. Campus policies and procedures presented by Human Resources and guidance on how to consult with Faculty/Staff Assistance Services are included in the training. This seminar is for Deans, Directors, Department Heads, administrators, managers, supervisors, and foremen.