The mission of training at UT Health Science center is to strengthen and support the professional and personal growth of its employees. The goal of our training program is to empower employees to gain knowledge and awareness of services, policies, goals, and practices. Through training, UTHSC employees enrich their skills, achieve excellence, and add value to the university at many levels.

Human Resources Department

2015 Training Catalog

Chandra W. Alston
Associate Vice Chancellor

910 Madison, Suite 722   Memphis, TN 38163
(901) 448-5600
www.uthsc.edu/hrtraining
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Colleagues,

Training opportunities offered through the Human Resources department are an effort to contribute to the professional development of our staff. UT Policy HR 128 states, in part,

_The University of Tennessee believes the professional development and training of its employees are central to the university’s mission, vision, and values. Professional development and training should be planned individually during the employee’s annual performance review. Supervisors are strongly encouraged to support employees’ participation in a minimum of 32 hours of training and development activities year._

This 2015 training catalog outlines the various classes, information sessions, topical series, online training and special events. Some of the offerings represent collaborations with individuals and other departments to bring you high caliber experiences.

**Greater Variety**
Classes offered in 2015 have increased in both number and variety. This could be a benefit as well as a challenge. The benefit is the variety and additional classes. The challenge is deciding which ones to take while considering the business needs of your department. That’s why communication and planning are key components to success in your assigned job and professional development. However, the most important factor in achieving your professional development goals is the support of your immediate supervisor. Using the *Tips to Setting Training Goals* on the next page as a guide may be helpful.

**Managers and Supervisors**
This year many classes are included for managers and supervisors. Among them is a four-class series which focuses on operational leadership, managing self and team, communication and career development. Specifics of all classes for managers and supervisors are outlined in this catalog.

**Employees off Campus**
We are aware of the many Health Science Center employees who are off-site. This year we will notify faculty and staff via email when distance learning options are available. Availability is driven largely by space equipped with the appropriate technology. However, we are looking to offer conference call options at minimum for classes in rooms with conference phones. Again, the campus will be notified when these options are available.

**Departmental Requests**
Finally, if your department desires to have any of the classes presented during a staff meeting, please contact Darnita Brassel, Training Administrator (dbrassel@uthsc.edu). We will work diligently to accommodate your request.

We look forward to serving you in 2015!

Sincerely,

Chandra Alston, MBA
Associate Vice Chancellor
TIPS FOR SETTING TRAINING GOALS

1. **Begin with the end in mind.** Answers to questions similar to these will help you to focus your efforts and manage your time more effectively.
   a. Would you like to sharpen a skill set?
   b. Would you like to pursue a certification?
   c. Are you focused on career progression?
   d. Does your training credit need to satisfy professional recertification requirements?

2. **Be realistic about what you can accomplish in one year.** Based upon your work responsibilities and personal obligations, you may have to proceed at a slower pace or decide what you will temporarily discontinue until you reach your training goals.

3. **Research class offerings**
   a. UTHSC training page at [www.uthsc.edu/hrtraining](http://www.uthsc.edu/hrtraining). Click “Training Calendar”.
   c. Public programs offered by professional associations and other vendors that specialize in continuing education classes.

4. **Consider funding for programs with registration fees.**
   a. Career Development Fund (CDF) grants are available to non-exempt employees only. To apply visit [http://www.tennessee.edu/cdf/](http://www.tennessee.edu/cdf/).
   b. Employees may request that their departments pay registration fees for classes.
      i. Registration forms are processed through the Accounts Payable Department on the Conference and Seminar Registration Prepayment Form (number T-30).
      ii. Supervisor’s approval is needed.

5. **Consider the value of professional development through gaining a college degree.**
   a. The educational assistance benefit may be used if classes are for college credit. Visit [http://www.uthsc.edu/hr/benefits/educational_assistance.php](http://www.uthsc.edu/hr/benefits/educational_assistance.php) for more information. Continuing education classes are not covered under the educational assistance benefit.

6. **Map out your training goals, specifically to include**
   a. Class titles
   b. Class dates
   c. Time duration of classes
   d. Frequency, if multiple classes are required to complete the course
   e. Cost of classes, if registration fees are required

7. **Meet with your supervisor to gain support for your training plan.**
   a. Present your training plan and ask for feedback.
   b. Get approval for the training dates and times.

8. **Register for classes.** Good luck in the pursuit of your training goals!
Computer-based training (CBT) is a great option. It is free for faculty and staff; and the convenience of 24 hours-a-day/7 days-a-week access allows employees to complete modules in multiple sessions at their own pace. Courses are provided by SkillSoft and cover such topics as:

- Business Skills
  - Communication
  - Human Resources
  - Management
  - Personal Development
  - Team Building
- Leadership
- Environmental, Safety and Health, and Transportation

Visit the Computer-Based Training web page for details.
ADMINISTRATIVE PROFESSIONALS TRAINING

**Star Achievement™**
Facilitator: Jennifer Stewart-Outten
Location: SAC 305

- Level I – Registration Fee $50 Per Module (Includes Workbook, AM Refreshments and Lunch)
  - Module 1: *Become a Star Achiever* (Attitude)  
    - Friday, January 23rd  
    - Time: 9 a.m. - 4 p.m.
  - Module 2: *Achieving Techniques* (Skill)  
    - Friday, February 27th  
    - Time: 9 a.m. - 4 p.m.
  - Module 3: *Building a Star Partnership* (Teamwork)  
    - Friday, March 27th  
    - Time: 9 a.m. - 4 p.m.
  - Module 4: *Reaching Stardom* (Strategy)  
    - Friday, March 27th  
    - Time: 9 a.m. - 4 p.m.
  - Modules 3 and 4 will be combined and presented in one day.

- Level II – Registration Fee $50 Per Module (Includes Workbook, AM Refreshments and Lunch)
  - Module 1: *Be a Shining Star* (Attitude)  
    - Friday, July 24th  
    - Time: 9 a.m. - 4 p.m.
  - Module 2: *Give a Stellar Performance* (Skill)  
    - Friday, August 28th  
    - Time: 9 a.m. - 4 p.m.
  - Module 3: *Stellar Collaborator* (Teamwork)  
    - Friday, September 25th  
    - Time: 9 a.m. - 4 p.m.
  - Module 4: *Future-Focused Star Performer* (Strategy)  
    - September 25th  
    - Time: 9 a.m. - 4 p.m.
  - Modules 3 and 4 will be combined and presented in one day.

**Developing Essential Skills for Administrative Professionals**
Location: HR Training Room
Facilitator: Tunisha Hobson
Date: Friday, February 6th  
Time: 10 a.m. – 12 noon

- Understand How Managers Prefer to Communicate
- Learn to Become Compatible with Your Manager
- Establish/Maintain a Good Working Relationship w/ Manager
- Learn to Manage Your Manager
- Understand Manager’s Workload and How You Can Help
- Treat Your Manager Like a Client
- Perform Regular Progress Checks
- Be Proactive

**Special Events**
- Administrative Professionals Luncheon – Wednesday, April 22, 2015 – 11:30 a.m. – 1 p.m.
  - Location: SAC Dining Hall and Rooms 204, 206, 208
  - Registration Period: March 16th – April 10th
EMPLOYMENT/RECRUITMENT TRAINING

Taleo: Understanding the Applicant Tracking System
Facilitator: Donna Lenoir
Location: GEB B107
Dates: Monday, March 30th, Thursday, October 8th
Duration: 2 Hours
Time: 10 a.m. – 12 noon
This class includes a review of Taleo. Participants will learn how to set up a user name and password; how to search for open positions; how to apply for positions; and how to check the status of their applications.

Résumé Writing
Facilitator: Donna Lenoir
Location: HR Training Room
Dates: Wednesday, March 25th, Wednesday, September 30th
Duration: 2 Hours
Time: 2 p.m. – 4 p.m.
This class includes a review of the components of a well-written résumé. Participants will be able to review their résumé and receive feedback.

Interviewing Skills
Facilitator: Donna Lenoir
Location: HR Training Room
Dates: Wednesday, April 29th, Thursday, October 29th
Duration: 2 Hours
Time: 10 a.m. – 12 noon
This class includes a review of interview skills. Participants will learn how to prepare for behavioral interviews. This interactive class will include role plays and group discussions.

Minors on Campus and Child Protection Training
Facilitator: Donna Lenoir
Location: HR Training Room
Dates: Thursday April 23rd, Thursday, May 28th
Duration: 1.5 Hours
Time: 10 a.m. – 11:30 a.m., 2 p.m. – 3:30 p.m.
This training is required for all adults who have reasonable expectations to be engaged with minors who may participate in programs on campus. This class is mandated as part of Safety Policy 575, Programs for Minors.
**COMPENSATION TRAINING**

**Annual Performance Evaluation Training**

<table>
<thead>
<tr>
<th>Facilitator:</th>
<th>Damon Davis</th>
<th>Audience:</th>
<th>All Employees</th>
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<tbody>
<tr>
<td>Location:</td>
<td>HR Training Room/OED</td>
<td>Duration:</td>
<td>2 Hours</td>
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<tr>
<td>Dates:</td>
<td>Wednesday, January 21st</td>
<td>Time:</td>
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<td>Wednesday, February 25th</td>
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<td>Wednesday, March 11th</td>
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<td>OED Training Room – Video Conference Option</td>
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The purpose of this training session is to review the entire performance evaluation process with Health Science Center staff.
RETIREMENT SERIES

I’m Thinking About Retiring: Now What?
Facilitator: Debbie Jackson
Location: HR Training
Dates:
- Thursday, March 5th
- Thursday, June 4th
- Thursday, September 10th
- Friday, December 4th
Audience: All Employees
Duration: 1.5 Hours
Time:
- 10 a.m. – 11:30 a.m.
- 2 p.m. – 3:30 p.m.
- 10 a.m. – 11:30 a.m.
- 2 p.m. – 3:30 p.m.

This session is designed for employees who are considering retiring within the next 5-7 years. The facilitator will review the retirement process and guide employees through the procedures for requesting retirement estimates.

Retiree Health, Social Security and Medicare
Facilitator: Debbie Jackson
Location: HR Training
Dates:
- Thursday, February 5th
- Wednesday, May 6th
- Wednesday, August 5th
- Wednesday, November 11th
Audience: All Employees
Duration: 1.5 Hours
Time:
- 10 a.m. – 11:30 a.m.
- 1 p.m. – 2:30 p.m.
- 10 a.m. – 11:30 a.m.
- 1 p.m. – 3:30 p.m.

This session will include a review of retiree Health; Social Security and Medicare coverage and enrollment.

Retirement Strategies for Women - VALIC
Facilitator: Barry Scot Brothers, Certified Financial Planner
Location: HR Training Room
Dates:
- Thursday, May 14th
Audience: All Employees
Duration: 2 Hours
Time: 1:30 a.m. – 3:30 p.m.

Scot Brothers is a Certified Financial Planner with 403b vendor, VALIC. He will review retirement strategies that are of particular interest to women.

Basic Investment Concepts – VOYA Financial Advisors
Facilitator: Calvin Reid, Investment Advisor Representative
Location: HR Training Room
Dates:
- Wednesday, June 17th
Audience: All Employees
Duration: 2 Hours
Time: 10 a.m. – 12 noon

Calvin Reid is an Investment Adviser Representative with 403b vendor, VOYA. He will review the basic concepts of investing.

Preparing for Retirement – Great West Retirement Services
Facilitator: Alese Pewitt, Retirement Plan Counselor
Location: HR Training Room
Dates:
- Thursday, August 13th
Audience: All Employees
Duration: 2 Hours
Time: 10 a.m. – 12 noon

Alese Pewitt is a Certified Financial Planner and Retirement Plan Counselor with 401k vendor, Great West Services. In this session she will review information about budgeting, Social Security and how to protect your retirement assets.

Inside Money: Managing Income and Debt – TIAA-CREF
Facilitator: Jason Cohen, Communication Consultant
Location: HR Training Room
Dates:
- Wednesday, October 14, 2014
Audience: All Employees
Duration: 2 Hours
Time: 1:30 p.m. – 3:30 p.m.

Jason Cohen will review effective ways to manage income and debt in order to help you reach your financial goals in retirement.
Health Insurance Overview
Facilitator: Karen Weatherly  Audience: All Employees
Location: HR Training  Duration: 1.5 Hours
Dates: Wednesday, August 12th  Time: 10 a.m. – 11:30 a.m.
Thursday, October 1st  Time: 1 p.m. – 2:30 p.m.
This session will include a review of common insurance terms and their meanings within the health care coverage offered to UT employees.

Overview of Family and Medical Leave Act (FMLA)
Facilitator: Renita Mattox  Audience: All Employees
Location: HR Training Rm  Duration: 1.5 Hours
Dates: Tuesday, February 24th  Time: 1 p.m. – 2:30 p.m.
Thursday, August 20th  Time: 10 a.m. – 11:30 a.m.
This session will include a review of the Family and Medical Leave Act.

Isn’t All Illness Serious? Understanding What Qualifies for FMLA
Facilitator: Renita Mattox  Audience: All Employees
Location: HR Training Room  Duration: 1.5 Hours
Dates: Wednesday, May 13th  Time: 10 a.m. – 11:30 a.m.
This session will include a review of what constitutes “serious illness” in the Family and Medical Leave Act.

I’m On Approved FMLA: Can’t I Just Save My Leave?
Facilitator: Renita Mattox  Audience: All Employees
Location: HR Training Room  Duration: 1.5 Hours
Dates: Monday, November 9th  Time: 1 p.m. – 2:30 p.m.
This session will include a review of how employees are paid while under approved FMLA. A review of the Sick Leave Bank will also be provided.

Sick Leave Bank Open Enrollment Kick-Off
Date: Wednesday, April 1st  Location: Plaza Lobby  Time: 9 a.m. – 3 p.m.

Review of the Sick Leave Bank
Facilitator: Renita Mattox  Audience: All Employees
Location: HR Training Room  Duration: 1.5 Hours
Dates: Wednesday, May 20th  Time: 10 a.m. – 11:30 a.m.
Wednesday, June 10th  Time: 1 p.m. – 2:30 p.m.
This session will include a review of features of the Sick Leave Bank.
BENEFITS SESSIONS

Advanced Care Planning
Facilitator: Darnita Brassel
Audience: All Employees
Location: HR Training Room
Duration: 1.5 Hours
Dates: Thursday, January 15th
Time: 10 a.m. – 11 a.m.
Advanced care planning is an organized approach to thinking, reflecting and understanding your current state of health. It helps you to identify your goals, values and choices for future treatment decisions. This class will review various aspects of advanced care planning and offer participants the Five Wishes tool to begin the process.

An Overview of the Educational Assistance Benefit
Facilitator: Amanda Rudolph
Audience: All Employees
Location: HR Training Room
Duration: 1.5 Hours
Dates:
- Friday, March 6th
  Time: 2 p.m. – 3 p.m.
- Friday, June 5th
  Time: 10 a.m. – 11 a.m.
- Friday, August 7th
  Time: 2 p.m. – 3 p.m.
- Thursday, November 19th
  Time: 10 a.m. – 11 a.m.
This session will include a review of the components of the educational assistance program.

I’ve Fallen and I Can’t Get Up! What You Should Do If You’re Hurt on the Job
Facilitator: Karen Weatherly
Audience: All Employees
Location: HR Training Room
Duration: 1.5 Hours
Dates:
- Tuesday, January 27th
  Time: 10:30 a.m. – 12 Noon
- Thursday, July 9th
  Time: 2 p.m. – 3:30 p.m.
This session will include a review of the process that employees should follow when they are hurt on the job.

Worker’s Compensation and Risk Management: What’s the Difference?
Facilitator: Karen Weatherly
Audience: All Employees
Location: HR Training Room
Duration: 1.5 Hours
Dates:
- Tuesday, April 21st
  Time: 2 p.m. – 3:30 p.m.
- Tuesday, December 8th
  Time: 10:30 a.m. – 12 Noon
This session will include a review of the differences between a worker’s compensation claim and a risk management issue. The class will also review the steps to submit a claim for each process.
UNIVERSITY HEALTH SERVICES
EMPLOYEE HEALTH SESSIONS

Sinusitis and Bronchitis
Facilitator: Mrs. Judith D. Ammons, FNP
Location: HR Training
Dates: Tuesday, February 10th
Audience: All Employees
Duration: 1 Hour
Time: 10:30 a.m. – 11:30 a.m.
Time: 2 p.m. – 3 p.m.

The provider will present the signs and symptoms for sinusitis and bronchitis. The potential causes of each illness will be discussed. Current treatment recommendations will be reviewed.

Obesity
Facilitator: Ankit Sharma, M.D., M.H.A.
Location: HR Training
Dates: Thursday, April 16th
Audience: All Employees
Duration: 1 Hour
Time: 10 a.m. – 11 a.m.
Time: 2 p.m. – 3 p.m.

The provider will review causes of obesity and strategies to identify and manage it.

Healthy Nutrition and Habits for Cardiovascular Health
Facilitator: Dr. Marie Brédy, DNP, FNP-BC
Location: HR Training
Dates: Thursday, August 27th
Audience: All Employees
Duration: 1 Hour
Time: 10 a.m. – 11 a.m.
Time: 2 p.m. – 3 p.m.

The discussion will focus on helpful lifestyle tips to reduce risk of common issues relating to cardiovascular health (i.e. high blood pressure, high cholesterol).

Health Screenings
Facilitator: Dr. Sharon H. Little, DNP, FNP
Location: HR Training
Dates: Thursday, October 22nd
Audience: All Employees
Duration: 1 Hour
Time: 10 a.m. – 11 a.m.
Time: 2 p.m. – 3 p.m.

Health screenings based upon your age will be reviewed during this health discussion to prevent health problems and treat health conditions to maintain optimal health. Come and learn how to take a proactive approach to your health.
**PERSONAL FINANCE CLASSES**

**Couponing as a Money-Saving Strategy**
Facilitator: Katina Robinson  
Audience: All Employees  
Location: GEB A304  
Duration: 2 Hours  
Dates: Thursday, February 12th  
Time: 10 a.m. – 12 noon
Time: 2 p.m. – 4 p.m.

The facilitator will cover the basics of using coupons as a way to save and free up money within your existing budget for savings, debt reduction, retirement, etc. Participants will learn:
- the importance of understanding coupon policies;
- coupon lingo;
- how to maximize savings by “stacking” coupons; and much more!

**Understanding Store Coupon Policies and Loyalty/Rewards Programs**
Moderator: Darnita Brassel  
Audience: All Employees  
Location: GEB A304  
Duration: 3 Hours  
Date: Friday, February 20th  
Time: 9 a.m. – 12 noon

This session will include a panel of representatives from major stores in the Memphis area. Target and Kroger are confirmed so far. Each will review and answer questions about their store’s coupon policy loyalty/rewards programs.

**Successes, Lessons, and Generosity: A Discussion of the Couponing Strategy**
Facilitator: Darnita Brassel  
Audience: All Employees  
Location: HR Training Room  
Duration: 2 Hours  
Date: Thursday, March 5th  
Time: 1:30 p.m. – 3:30 p.m.

This class will include success stories, lessons learned, and insights gained. Participants will be asked to consider bringing expired coupons that will be sent collectively to military bases for use by military families. The group will also discuss the possibility of periodic (combined) donations to the Food Bank from deeply discounted items purchased/received using coupons.

**Paying Down Debt – UT Federal Credit Union**
Facilitator: Terri Gray  
Audience: All Employees  
Location: HR Training Room  
Duration: 2 Hours  
Date: Wednesday, March 18th  
Time: 1:30 p.m. – 3:30 p.m.

This class will focus on debt reduction strategies.

**Cut Your Time in Line: The Basics of Mobile Banking**
Facilitator: Terri Gray  
Audience: All Employees  
Location: HR Training Room  
Duration: 2 Hours  
Date: Tuesday, September 15th  
Time: 1:30 p.m. – 3:30 p.m.

This class will include a review of the ins and outs of mobile banking and how to protect your account.
PROFESSIONAL DEVELOPMENT

Myers Briggs Type Indicator (MBTI)
Facilitator: Dr. L. Francisco
Location: HR Training Room
Dates: Thursday, February 19th, Wednesday, August 26th
Time: 8:30 a.m. – 12 noon
Duration: 4 Hours
Audience: All Employees

The MBTI assessment is designed to help you identify your personality preferences. When you understand your type preferences, you can approach your own work in a manner that best suits your style, including: how you manage your time, problem solving, best approaches for decision making, and dealing with stress. Knowledge of type can help you understand the culture of the place you work, develop new skills, understand your participation in teams, and cope with change in the workplace.

Business Writing
Facilitator: Dr. Linda Francisco
Location: HR Training Room
Dates: Thursday, March 12th, Thursday, September 17th
Time: 8:30 a.m. – 3:30 p.m.
Duration: 6 Hours
Audience: All Employees

Clear written communication is important in business. In this class, participants will learn many aspects of writing effectively in business. Some topics include how to write email, letters and memos; using the writing process; correct use of grammar, punctuation, and sentence construction. Each participant will receive a copy of Write for Business: A Compact Guide to Writing and Communicating in the Workplace (2nd Edition).

Women in Higher Education in Tennessee (WHET) Meeting
Host: Chandra Alston
Location: SAC Dining Hall
Dates: Wednesday, March 25th
Time: 10 a.m. – 11:30 a.m.
Duration: 1.5 Hours
Audience: All Female Employees

The mission of WHET is to provide opportunities for members in higher education to engage in cultivating their personal and professional potential. Dr. Alston is hosting this session to afford female employees an opportunity to become familiar with WHET and the benefits it offers.
FRANKLIN COVEY PROGRAMS

7 Habits of Highly Effective People Signature (4.0)
Facilitator: Darnita Brassel          Audience: All Employees
Location: SAC 305 unless otherwise noted  Duration: 21 Hours
Registration Fee: $300/Person         (Three 7-Hour Days)

Cohort 1
Time: 8:30 a.m. – 4:30 p.m.          Dates: Wednesdays, January 28th, February 4th, February 11th

Cohort 2
Time: 8:30 a.m. – 4:30 p.m.          Dates: Wednesdays, October 14th, October 21st, October 28th
Renowned as the world’s premier personal leadership development solution, the new 7 Habits of Highly Effective People Signature Edition 4.0 aligns timeless principles of effectiveness with modern technology and practices. No matter how competent a person is, he/she will not have sustained and lasting success unless they are able to effectively lead themselves, influence, engage and collaborate with others and continually improve and renew their capabilities. These elements are at the heart of personal, team and organizational effectiveness. Registration fee includes participant kit, continental breakfast and lunch.

Franklin Covey 5 Choices of Extraordinary Productivity
Facilitator: Darnita Brassel          Audience: All Employees
Location: SAC Room 214               Duration: 1 ½ Days
Registration Fee: $200/Person        Dates:
Times:

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<tr>
<td>SAC Room 214</td>
<td>Thursday, March 19th</td>
<td>8:30 a.m. – 4:30 p.m.</td>
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<tr>
<td></td>
<td>Friday, March 20th</td>
<td>9:00 a.m. – 12 noon</td>
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The 5 Choices process measurably increases productivity of individuals, teams, and organizations. Participants make more selective, high-impact choices about where to invest their valuable time, attention, and energy. Registration fees include continental breakfast and lunch on day 1 and continental breakfast on day 2 along with

- **Participant Guide**
- **Technical Guide** – Includes instructions on how to maximize use of platforms such as Outlook, Lotus Notes, Google Apps, etc.
- **3 Bonus Modules** – Video-based mini-courses with toolkits on office organization, brain health, and goal setting.
- **Access to the 5-Choices Website**
This year the HR Department is pleased to offer a significant number of training opportunities for managers and supervisors. In addition to training and professional development seminars available to all employees, classes in the following areas have been added just for managers and supervisors.

- Managers and Supervisors Training Series
  - The series includes four 8-hour training sessions delivered every other week.
- Employment Process Training
- Employee Relations Training
- Compensation Training

Specifics of all classes are on the pages that follow.

Additionally, a one-day conference for managers and supervisors will be held on Wednesday, July 15, 2015. Details will follow.
MANAGEMENT AND SUPERVISION TRAINING SERIES

Facilitator: Sonja Mustiful, Essence of Coaching
Audience: Managers/Supervisors
Duration: 8 Hours
(4 – 2-hour sessions)

Module 1: Operational Leadership: The Role of a Leader (2 Hours)
Location: SAC 305
Cohort 1 Date: Friday, February 13th
Location: HR Training Room
Cohort 2 Date: Friday, September 18th
➢ Understanding Role and Responsibilities of a Leader
➢ Tactical Management vs Strategic Leadership
➢ Understanding Your Leadership Style
➢ Understanding Your Supervisor’s Leadership Style

Module 2: Managing Yourself/Team (2 Hours)
Location: HR Training Room
Cohort 1 Date: Friday, February 27th
Location: HR Training Room
Cohort 2 Date: Friday, October 2nd
➢ Becoming a Manager – The First 90 Days
➢ Managing Time and Priorities
➢ Five Foundations of a Team
  o (Trust/Conflict/Communication/Accountability/Results)

Module 3: Communication (2 Hours)
Location: SAC 305
Cohort 1 Date: Friday, March 13th
Location: HR Training Room
Cohort 2 Date: Friday, October 16th
➢ Goals/Expectations
➢ Listening
➢ Performance Management

Module 4: Career Development (2 Hours)
Location: HR Training Room
Cohort 1 Date: Friday, March 27th
Location: HR Training Room
Cohort 2 Date: Friday, October 30th
➢ Coaching Café
  o “Put Me in Coach” – Strengths/Development Opportunities
  o Personal Action Plan

Managers/Supervisors Training Celebration Luncheon
Location: HR Training Room
Cohort 1 Date: Friday, March 27th
Location: HR Training Room
Cohort 2 Date: Friday, October 30th
EMPLOYMENT TRAINING FOR MANAGERS AND SUPERVISORS

Top Picks: Hiring the Right Candidate
Facilitator: Donna Lenoir
Audience: Managers
Location: GEB B107
Duration: 2.5 Hours
Dates: Thursday, January 22nd
Time: 9:30 a.m. – 12 noon
Thursday, June 11th
Time: 1 p.m. – 3:30 p.m.

This class is designed to help hiring managers use Taleo to access applications of qualified candidates; learn to review qualified applications in a timely manner; and to conduct thorough interviews within employment laws and guidelines all in an effort to select the best candidate for the job.

The I-9 Process: It’s a Matter of Compliance
Facilitator: Donna Lenoir/Denise Griffin
Audience: Managers
Location: HR Training Room
Duration: 2 Hours
Dates: Thursday, April 9th
Time: 9 a.m. – 11 a.m.
Thursday, July 23rd
Time: 1 p.m. – 3 p.m.

This class includes a review all steps in the I-9 process. The facilitator will review the legal aspects of the process and explain why compliance is mandatory.

Beyond Orientation: The Onboarding and Acclimation of New Employees
Facilitator: Darnita Brassel/Donna Lenoir
Audience: Managers
Location: HR Training Room
Duration: 1.5 Hours
Dates: Thursday, February 26th
Time: 10 a.m. – 11:30 a.m.
Thursday, May 7th
Time: 1 p.m. – 2:30 p.m.
Thursday, August 6th
Time: 10 a.m. – 11:30 a.m.
Thursday, November 5th
Time: 1 p.m. – 2:30 p.m.

This class is designed to help managers and supervisors utilize strategies that will assist new hires in becoming acclimated to their new job, department and the university.

Minors on Campus and Child Protection Training
Facilitator: Donna Lenoir
Audience: All Employees
Location: HR Training Room
Duration: 1.5 Hours
Dates: Thursday April 23rd
Time: 10 a.m. – 11:30 a.m.
Thursday, May 28th
Time: 2 p.m. – 3:30 p.m.

This training is required for all adults who have reasonable expectations to be engaged with minors who may be participating in programs on our campus. This class is mandated as part of Safety Policy 575, Programs for Minors.
Progressive Discipline and Documentation
Facilitator: Marian Harris
Location: HR Training Room
Audience: Managers/Supervisors
Duration: 2 Hours
Dates:
  Tuesday, February 17th
  Thursday, May 21st
  Wednesday, August 19th
  Wednesday, November 18th
Time:
  1 p.m. – 3 p.m.
  10 a.m. – 12 noon
  1 p.m. – 3 p.m.
  10 a.m. – 12 noon

The purpose of this training session is to provide supervisors with the principles for effective employee discipline. Documentation is key to any successful outcome when showing the relevance of the event. The primary purpose for progressive discipline is to improve an employee’s performance or conduct, while understanding that not all disciplinary situations are alike and require different measures for improvement. In this course, the supervisor will be able to effectively diagnose performance issues that could lead to progressive discipline.

Managing Time and Attendance
Facilitator: Marian Harris
Location: HR Training Room
Audience: Managers/Supervisors
Duration: 2 Hours
Frequency: Once Per Quarter
Dates:
  Thursday, March 26th
  Thursday, June 25th
  Thursday, September 24th
  Thursday, December 10th
Time:
  10 a.m. – 12 noon
  1 p.m. – 3 p.m.
  10 a.m. – 12 noon
  1 p.m. – 3 p.m.

In this class participants will learn to manage time and attendance effectively within guidelines of the UT Code of Conduct.

Emotional Intelligence – HR Training Room
Facilitator: Marian Harris
Location: HR Training Room
Audience: Managers/Supervisors
Duration: 2 Hours
Dates: Monday, August 31st
Time: 1 p.m. – 3 p.m.

Before you speak, ask yourself, is it kind; is it necessary; is it true; does it improve on the silence? Ask yourself, will what I say cause damage to a relationship with people important to me? Which is more important to me; to say what I want to say, or to continue a positive relationship? Before you speak, ask yourself, will what I’m going to say be considered criticism? Join us as we find answers to these questions and more!

The Five Dysfunctions of a Team
Facilitator: Marian Harris
Location: HR Training Room
Audience: Department Teams
Duration: 1 – 1.5 Hours
Frequency: As Requested by Departments
COMPENSATION TRAINING FOR MANAGERS AND SUPERVISORS

Annual Performance Evaluation Training
Facilitator: Damon Davis  Audience: Managers/Supervisors
Location: HR Training Room  Duration: 2 Hours
Dates: Wednesday, January 14th  Time: 1:30 p.m. – 3:30 p.m.
Wednesday, February 18th  Time: 10 a.m. – 12 noon
- OED Conf. Room – Video Conference Option
Wednesday, March 4th  Time: 1:30 p.m. – 3:30 p.m.
The purpose of this training session is to review the entire performance evaluation process with managers and supervisors to ensure evaluations are completed correctly and submitted to HR by March 31, 2015.

SPECIAL EVENTS FOR MANAGERS AND SUPERVISORS

Managers/Supervisors Conference
Location: SAC Dining Hall and Rooms 204, 206, 208
Date: Wednesday, July 15, 2015  Time: 8:30 a.m. – 4:30 p.m.
Details forthcoming.
The Human Resources Department is pleased to host a number of special events in 2015. Details will be provided throughout the year.

- Women in Higher Education in Tennessee (WHET) Meeting: Wednesday, March 25th
- Sick Leave Bank Enrollment Kick-Off: April 1, 2015
- Health Awareness Week: April 13-17, 2015
- Administrative Professional Luncheon: Wednesday, April 22nd
- Human Resources Open House: Spring/Summer 2015
- Managers/Supervisors Conference: Wednesday, July 15th
- Annual Benefits Fair: Fall 2015
- Annual Life Planning Seminar: Fall 2015