

LEADER ORIENTATION



RECOMMENDED: ADDITIONAL TRAINING MODULES TO CONSIDER

(REGISTER THROUGH MYTRAINING)

- ◇ ACCESSIBILITY TRAINING
- ◇ CAMPUS SAFETY: ACTIVE THREAT INCIDENT PLANNING
- ◇ DISCOVERING YOUR STRENGTHS
- ◇ KOGNITO AT-RISK FOR FACULTY AND STAFF
- ◇ MICROSOFT OFFICE POWER USER PROGRAM
- ◇ MYPERFORMANCE TRAINING
- ◇ SERVICE STANDARDS
- ◇ TIME ENTRY/APPROVAL TRAINING
- ◇ WSU FINANCE 101
- ◇ WSUWeSUPPORTU-PREVENT SUICIDE



ADDITIONAL TRAINING RESOURCES

FOR PROFESSIONAL DEVELOPMENT RESOURCES AVAILABLE TO WICHITA STATE EMPLOYEES INCLUDING LINKEDIN LEARNING AND MYTRAINING

// VISIT //

WICHITA.EDU/HRPROFESSIONALDEVELOPMENT

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➔ THIS PROGRAM CONSISTS OF 6 MODULES TOTALING 28 HOURS OF INSTRUCTION OVER A COURSE OF 3 MONTHS (1 FULL DAY & 5 HALF DAY SESSIONS).



➔ NEW AND EXISTING LEADERS WHO WISH TO PARTICIPATE IN THE LEADER ORIENTATION PROGRAM MAY CONTACT HR.ORGANIZATIONALDEVELOPMENT@WICHITA.EDU OR CONTACT THEIR HR BUSINESS PARTNER FOR MORE INFORMATION.



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➔ WICHITA.EDU/LEADERORIENTATION

// VISIT //

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// QUESTIONS? //

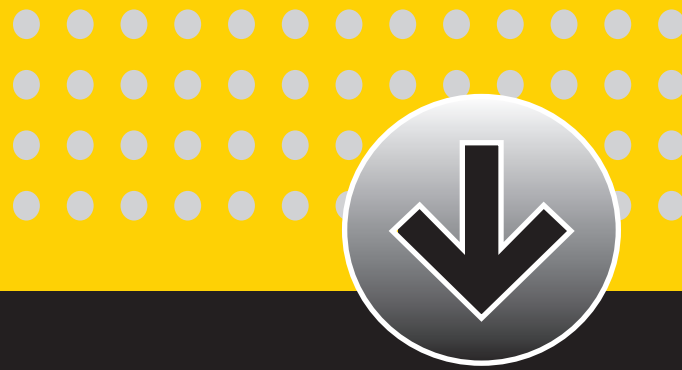
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WICHITA STATE
UNIVERSITY

LEADER

ORIENTATION



MODULE 4

👉 WORKFORCE TALENT ACQUISITION PART 1

- ◇ GAIN KNOWLEDGE OF THE DIFFERENT HIRING PROCESSES FOR BENEFIT-ELIGIBLE AND NON-BENEFIT ELIGIBLE EMPLOYEES
- ◇ GAIN AN UNDERSTANDING OF THE UNIVERSITY'S MARKET-BASED COMPENSATION PROGRAM INCLUDING THE POLICIES, PHILOSOPHY, AND ADMINISTRATIVE GUIDELINES AS THEY APPLY TO BENEFIT-ELIGIBLE, NON-TEACHING POSITIONS

👉 WORKFORCE TALENT ACQUISITION PART 2

- ◇ LEARN HOW TO RECRUIT AN ENGAGED, HIGH PERFORMING WORKFORCE
- ◇ DISCUSS TOOLS FOR RECRUITING TO SUPPORT INCLUSIVE EXCELLENCE
- ◇ LEARN HOW TO PARTNER WITH YOUR HUMAN RESOURCE TALENT CONSULTANT TO MATCH CANDIDATE SKILLS TO OPEN POSITIONS

MODULE 5

👉 INCLUSIVE EXCELLENCE IN THE WORKPLACE

- ◇ LEARN THE BENEFITS OF INCLUSIVE EXCELLENCE IN THE WORKPLACE
- ◇ IDENTIFY HOW TO FOSTER A CULTURE OF ENGAGEMENT, INCLUSION, AND BELONGING

👉 ADAPTING YOUR STYLE & MOTIVATING EMPLOYEES

- ◇ DISCUSS INDIVIDUAL TOP 5 STRENGTHS AND A STRENGTHS-BASED UNIVERSITY
- ◇ IDENTIFY HOW TO USE YOUR STRENGTHS TO LEAD A TEAM AND FOSTER GROUP COMMITMENT
- ◇ REVIEW FACTORS THAT AFFECT INDIVIDUAL MOTIVATION
- ◇ LEARN HOW RECOGNITION AND APPRECIATION AFFECT PERFORMANCE AND RETAIN TALENT

MODULE 6

👉 EFFECTIVE COMMUNICATION

- ◇ LEARN TO PRACTICE OPEN AND FREQUENT COMMUNICATION
- ◇ IDENTIFY HOW TO BUILD TRUST AND MORALE WITHIN YOUR TEAM
- ◇ LEARN TO LISTEN TO VARYING POINTS OF VIEW
- ◇ REVIEW TOOLS FOR CRUCIAL CONVERSATIONS

👉 MANAGING THE EMPLOYMENT RELATIONSHIP

- ◇ REVIEW THE LEADER'S RESPONSIBILITIES FOR MANAGING PERFORMANCE, SETTING EXPECTATIONS, IDENTIFYING WHEN AN EMPLOYEE HAS NOT MET EXPECTATIONS, AND HOW TO EFFECTIVELY ADDRESS THOSE CONCERNS

PROGRAM OVERVIEW

MODULE 1

- 👉 SPEAKER: DIVISION OF THE PRESIDENT
- 👉 SPEAKER: ACADEMIC AFFAIRS
- 👉 SPEAKER: STUDENT AFFAIRS
- 👉 SPEAKER: HUMAN RESOURCES
- 👉 SPEAKER: INDUSTRY & DEFENSE PROGRAMS
- 👉 SPEAKER: FINANCE & ADMINISTRATION
- 👉 SPEAKER: INCLUSIVE EXCELLENCE
- 👉 SPEAKER: WSU FOUNDATION & ALUMNI ENGAGEMENT
- 👉 SPEAKER: STRATEGIC COMMUNICATIONS

MODULE 2

👉 YOUR ROLE AS A LEADER

- ◇ DISCUSS RESPONSIBILITIES OF A LEADER AT THE UNIVERSITY
- ◇ REVIEW WSU POLICIES AND PROCEDURES
- ◇ DISCUSS STANDARDS OF CONDUCT AND THE COMMITMENT TO PROVIDE AN ETHICAL, COMPLIANT, SAFE, AND RESPECTFUL ENVIRONMENT
- ◇ LEARN HOW TO PARTNER WITH YOUR HUMAN RESOURCES BUSINESS PARTNER ON WORKFORCE STRATEGY (RESTRUCTURES, DETERMINATION OF COMPENSATION, DISCUSSIONS ABOUT POSITIONS/ ACTIONS, EMPLOYEE RELATIONS)

MODULE 2 CONT.

👉 CHANGE MANAGEMENT

- ◇ LEARN HOW TO LEAD A TEAM THROUGH CHANGE
- ◇ LEARN THE PHASES OF TRANSITION
- ◇ REVIEW TOOLS FOR MOVING FORWARD AND SYSTEMS AND STRUCTURES FOR SUSTAINMENT

MODULE 3

👉 DISCRIMINATION & HARASSMENT

- ◇ GAIN AN UNDERSTANDING OF HARASSMENT AND DISCRIMINATION AND A WORKING KNOWLEDGE OF THE POLICY AND PROCESS
- ◇ LEARN THE LEADER'S RESPONSIBILITIES IN THE REPORTING PROCESS
- ◇ LEARN HOW THE OFFICE OF CIVIL RIGHTS, TITLE IX, AND ADA COMPLIANCE (CTAC) MANAGES REPORTS OF DISCRIMINATION AND HARASSMENT

👉 WAGE & HOUR

- ◇ GAIN KNOWLEDGE OF WAGE & HOUR LAW AND POLICIES RELATED TO LEADING BOTH EXEMPT AND NON-EXEMPT EMPLOYEES

👉 COUNSELING & PSYCHOLOGICAL SERVICES

- ◇ WELLNESS INITIATIVE OVERVIEW
- ◇ SERVICES AVAILABLE TO EMPLOYEES
- ◇ HOW LEADERS CAN SUPPORT THE WELLNESS OF THEIR EMPLOYEES

👉 LEAVE ADMINISTRATION

- ◇ LEARN ABOUT THE LEADER'S ROLE AND RESPONSIBILITIES IN EMPLOYEE MEDICAL LEAVE, WORK-RELATED INJURIES AND ILLNESSES, WORKPLACE ACCOMMODATIONS, AND ACCESSIBILITY



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