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

Leader Orientation

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.

// Visit //

wichita.edu/leaderorientation

// Questions?//

HR.OrganizationalDevelopment@wichita.edu

Leader

Orientation

wichita.edu/leaderorientation

Wichita State University

Leader Orientation

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)

Wichita State University

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

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 polocies, philosphy, and administrative guidelines as they apply to benefit-eligiable, non-teaching posiitions
- 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 strenths-based university
  - Identify how to use your strengths to lead a team and foster group committment
  - 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