

LEADER ORIENTATION



RECOMMENDED: ADDITIONAL TRAINING MODULES TO CONSIDER

(REGISTER THROUGH MYTRAINING)

- ◇ ACCESSIBILITY TRAINING
- ◇ CAMPUS SAFETY: ACTIVE THREAT INCIDENT PLANNING
- ◇ DIVERSITY IN ACTION
- ◇ 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 GROW@WSU, LINKEDIN LEARNING, AND MYTRAINING

// VISIT //

WICHITA.EDU/HRPROFESSIONALDEVELOPMENT

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➔ THIS PROGRAM CONSISTS OF 8 MODULES TOTALING 28 HOURS OF INSTRUCTION OVER A COURSE OF 3 MONTHS (1 FULL DAY & 5 HALF DAY SESSIONS).



➔ THE TRAINING CONTAINED IN THIS COHORT PROGRAM IS ALSO AVAILABLE TO EMPLOYEES AS INDIVIDUAL COURSES SEPERATE FROM LEADER ORIENTATION. SEARCH FOR THE COURSE TITLE THROUGH MYTRAINING TO REGISTER FOR AN OPEN SESSION.



➔ 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? //

HR.ORGANIZATIONALDEVELOPMENT@WICHITA.EDU



WICHITA STATE UNIVERSITY

LEADER

ORIENTATION

PROGRAM OVERVIEW



MODULE 1

- ➔ **SPEAKER: ACADEMIC AFFAIRS**
- ➔ **SPEAKER: STUDENT AFFAIRS**
- ➔ **SPEAKER: COUNSELING & PREVENTION SERVICES**
- ➔ **SPEAKER: UNIVERSITY INITIATIVES**
- ➔ **SPEAKER: HUMAN RESOURCES**
- ➔ **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)
- ➔ **SPEAKER: WSU FOUNDATION**
- ➔ **SPEAKERS: FINANCE & ADMINISTRATION**

MODULE 2

- ➔ **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
- ➔ **POSITION ACTION REQUEST**
 - ◇ OVERVIEW OF ACTIONS AND RESOURCES FOR THE MULTI-PURPOSE PAR FORM, THE FIRST STEP IN THE PROCESS FOR CHANGES TO BENEFIT-ELIGIBLE FACULTY AND STAFF POSITIONS INCLUDING, SEARCH, NON-SEARCH, WORKFORCE TRANSITIONS, AND OFF-CYCLE PAY CHANGE REQUESTS
- ➔ **COMPENSATION PROGRAM & PROCESSES**
 - ◇ GAIN AND UNDERSTANDING OF THE UNIVERSITY'S TRANSITION TO A MARKET-BASED COMPENSATION PROGRAM AND PHILOSOPHY AND ADMINISTRATION GUIDELINES AS THEY APPLY TO BENEFIT-ELIGIBLE, NON-TEACHING POSITIONS

MODULE 3

- ➔ **WAGE & HOUR**
 - ◇ GAIN KNOWLEDGE OF WAGE & HOUR LAW AND POLICIES RELATED TO LEADING BOTH EXEMPT AND NON-EXEMPT EMPLOYEES
- ➔ **LEAVE ADMINISTRATION**
 - ◇ LEARN ABOUT THE LEADER'S ROLE AND RESPONSIBILITIES IN EMPLOYEE MEDICAL LEAVE, WORK-RELATED INJURIES AND ILLNESSES, WORKPLACE ACCOMMODATIONS, AND ACCESSIBILITY
- ➔ **CHANGE MANAGEMENT**
 - ◇ LEARN HOW TO LEAD A TEAM THROUGH CHANGE
 - ◇ LEARN THE PHASES OF A TRANSITION
 - ◇ REVIEW TOOLS FOR MOVING FORWARD AND SYSTEMS & STRUCTURES FOR SUSTAINMENT

MODULE 4

- ➔ **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
 - ◇ REVIEW HOW THE OIEC PROCESS REPORTS OF DISCRIMINATION AND HARASSMENT
- ➔ **WORKFORCE TALENT ACQUISITION**
 - ◇ GAIN KNOWLEDGE OF THE DIFFERENT HIRING PROCESSES FOR BENEFIT-ELIGIBLE AND NON-BENEFIT ELIGIBLE EMPLOYEES
 - ◇ LEARN HOW TO PARTNER WITH YOUR HR TALENT CONSULTANT TO MATCH CANDIDATE SKILLS TO OPEN POSITIONS AND RECRUIT AN ENGAGED, HIGH PERFORMING, DIVERSE WORKFORCE

MODULE 5

- ➔ **SPEAKER: STRATEGIC COMMUNICATIONS**
- ➔ **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 HOW TO ESTABLISH CLEAR PRIORITIES AND PROVIDE FEEDBACK
- ➔ **ADAPTING YOUR STYLE & MOTIVATING EMPLOYEES**
 - ◇ IDENTIFY HOW TO FOSTER GROUP COMMITMENT AND INFLUENCE OTHERS
 - ◇ LEARN FACTORS THAT AFFECT MOTIVATION AND INDIVIDUAL MOTIVATION APPROACHES

MODULE 6

- ➔ **SPEAKER: DIVERSITY, EQUITY & INCLUSION**
- ➔ **DIVERSITY AND INCLUSION IN THE WORKPLACE**
 - ◇ LEARN THE BENEFITS OF DIVERSITY AND INCLUSION IN THE WORKPLACE
 - ◇ IDENTIFY YOUR PERSONAL COMFORT LEVELS IN DIVERSE SOCIAL SITUATIONS
 - ◇ LEARN HOW TO RECOGNIZE AND GET PAST MICROAGGRESSIONS
- ➔ **SERVICE STANDARDS FOR LEADERS**
 - ◇ GAIN AN UNDERSTANDING OF THE UNIVERSITY'S TRANSITION TO DEVELOP SERVICE STANDARDS, WHY IT'S IMPORTANT, AND HOW LEADERS ARE A VITAL PART OF WSU'S SUCCESS

