



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, February 14, 2006, Number 1531

HUMAN RESOURCES PROGRAM: (Maria Jackson, Senior Trainer, Telephone 2-6102)

REGISTRATION LINK  - HRSF0007.url

*******There are still seats available for this class - - please use the link below to register!!*******

FOUNDATIONS OF SUPERVISING

This comprehensive program focuses on the skills and knowledge necessary to be an effective supervisor. The competencies covered in this modularized program focus on how supervisors can show care and concern for their employees while delegating work, communicating effectively and having thorough knowledge of what the supervisor's role and responsibilities are.

Target Audience: This program is highly recommended for **ALL NEW SUPERVISORS** as well as supervisors who have never been formally trained in the supervisory function.

Participants will need to attend **all** of the following sessions:

- | | |
|--|----------------|
| Module 1 | 2/22/06 |
| 9:30-12:30 | |
| - Making the Transition from Worker to Supervisor | |
| - Understanding Your Work Unit | |
| - Creating a Motivational Environment | |
| Module 2 | 2/23/06 |
| 9:30-12:30 | |
| - Communicating with your Employees | |
| - Delegating Effectively | |
| Module 3 | 3/1/06 |
| 9:30-3:30 | |
| - Employee Assistance Program (EAP) Supervisory/Manager's Guide:
Workplace Violence Awareness & Guidelines for Intervention
(9:30-12:00)
(Presented by EAP and University Police) | |
| - The Impact of Substance Abuse in the Workplace
(1:00-3:30)
(Presented by EAP) | |
| Module 4 | 3/2/06 |
| 9:30-12:30 | |
| - Performance Planning & Evaluation | |
| Module 5 | 3/7/06 |
| 9:00-3:00 | |
| - Counseling & The Disciplinary Process | |

(Presented by Labor and Employee Relations)

Module 6

3/16/06

9:30-3:30

- Understanding Your Legal Responsibilities:
...And Justice for All

(9:30-1:00)

- Preventing & Reporting Sexual Harassment
(Presented by the Office of Diversity and Affirmative Action)
- Americans with Disabilities Act Awareness Training

(2:00-3:30)

(Presented by the Office of Disability Support Services)

Module 7

3/21/06

10:00-4:00

- Diversity 101 for Supervisors & Managers
- Program Wrap-up/Action Steps

Module 8

- SkillSoft e-Learning Sessions: Complete by:

4/13/06



SHARE FOLDERS:

Now that we are keeping more information in share folders this bit of information may be helpful.

Kim Rant of Client Support (IT Training) has informed us of a document that will provide information on SHARE FOLDERS. It is on the Client Support website called "Working in a Domain Environment: Understanding Department Shared Folders, Printers and Home Directories." It includes everything staff needs to know. Here is the link to this webpage - you can print it out for your records.

<http://clientsupport.stonybrook.edu/documentation.shtml>