Supervisory Training Series
2015 Catalog

Title: Understanding the Performance Evaluation Process at John Carroll University
Description: (1.5 hours) – All Staff Performance Evaluations are due by Friday, September 30th. In this training program, supervisors will learn the most effective methods to create constructive performance evaluations and how to communicate effectively with employees during the performance process. In this session, participants will learn:

- The basics of performance management
- The purpose and strategies behind performance appraisals
- A gained knowledge of the performance management forms and tools
- The importance of administering accurate and timely performance evaluations

Trainer: Alex Teodosio & Ryan Armsworthy
Dates: June 25, July 23 and August 11
Time: 9:00 am – 10:30 am
Location: Jardine Room

Title: Addressing Employee Performance Issues with Positive Corrective Action
Description: (2 hours) - Supervisors will learn the benefits of administering **positive** corrective action in a dignified and respectful manner using a five step model to address reasonable, attainable and measurable expectations with employees. Techniques to efficiently and effectively address performance and behavior issues will be discussed.

Trainer: Alex Teodosio
Date: Wednesday, July 15 and Thursday, August 20th
Time: 9:00 am – 11:00 am
Location: Jardine Room (July 15) / LSC (August 20)

Title: The Hiring Managers Role in utilizing PeopleAdmin Applicant Tracking System
Description: (1.5 hours) - This course is intended for those individuals who are or will be actively involved in the recruiting and hiring process. Participants will learn the advantages of using PeopleAdmin and how to enter the information into the PeopleAdmin applicant tracking system, forward this information on for approvals and track the information through the process.

Trainer: Lori Sprague & Ryan Armsworthy
Date: Wednesday, August 19
Time: 10 am – 12 pm
Location: TBD

Title: A Supervisor's Guide to Utilizing the Employee Assistance Program (EAP)
Description: (1.5 hours) - An Employee Assistance Program is a special employee benefit provided by JCU to assist employees and their family members with personal, marital, family and job-related problems. Through employee seminars and individual assistance, the EAP can help with the prevention of problems by focusing on lifestyle planning, stress management, maintaining healthy relationships, and emotional wellbeing. The EAP can help employees identify and address potential employee problems before they become serious.

This course trains supervisors how to effectively utilize the Employee Assistance Program as a tool to help address deficiencies in performance and behavioral based issues in the workplace. The goal of the EAP is to assist employees in achieving and maintaining happy, healthy & fully productive lives.
Trainers: IMPACT Solutions: Jinger Moore, M.S. Ed., PC
Date: Thursday, August 27
Time: 11:00 am – 12:00 pm
Location: LSC Conference Room

Title: Understanding Diversity & Inclusion from a Supervisors perspective
Description: (2 hours) - This program is a dynamic, interactive session that includes activities and discussion around: inclusive and respectful language, understanding sexual identity and embracing inclusion and diversity in our workplaces and throughout our campus. This session will offer participants the skills they need to provide support and to create environments that are safe, welcoming and inclusive.
Trainer: Terry Mills
Date: Thursday, September 10
Time: 9:00 am – 11:00 am
Location: Jardine Room

Title: Prevention of Sexual Harassment and other forms of Discrimination
Description: (1.5 hours) – Participants learn how to respond to allegations regarding sexual harassment and gender discrimination under the law and under university policies. This seminar will define sex discrimination, including sexual harassment, discuss responsibilities of supervisors in addressing these issues, and suggest strategies and resources for assistance in resolving and preventing complaints. The seminar also will focus on non-retaliation requirements related to complaints of discrimination or harassment.
Trainer: Kendra Svilar & Colleen Treml
Date: Thursday, September 24
Time: 9:00 am – 10:30 am
Location: Jardine Room

Title: A Supervisors Guide to Understanding FMLA and ADA
Description: (1.5 hours) – The Family Medical Leave Act (FMLA) and the American with Disabilities Act (ADA) are among the most beneficial federal employment laws for employees. They are also among the most complicated for supervisors to understand and implement. It is essential for all supervisors to learn how to comply with regulations surrounding these Acts and related JCU policies. This seminar will cover the rights of the employee under FMLA and ADA as well as supervisors' obligations to meet basic legal requirements. Current processes to administer FMLA and ADA at JCU will be discussed.
Trainer: Ryan Armsworthy, Alex Teodosio, Colleen Treml
Date: Thursday, October 8
Time: 9:00 am – 10:30 am
Location: Jardine Room

Title: Wage & Hour Issues in the Workplace : *Understanding the Fair Labor Standards Act (FLSA)*
Description: (2 hours) - The Fair Labor Standards Act (FLSA) sets standards for basic minimum wage and overtime pay. It also establishes requirements to qualify for exemption from overtime pay. There are specific requirements under the FLSA that impact everyday management of staff by supervisors, including management of lunch time, work from home, and the writing of a job description. This workshop is designed to clarify the requirements of the FLSA that are applicable to supervisors through real-life examples.
Trainer: Alex Teodosio & Colleen Treml
Date: Thursday, October 22
Time: 9:00 am – 11:00 am
Location: Jardine Room

Title: Understanding the Numbers: The JCU Budgetary Process
Description: (1.5 hours) – Participants will gain an understanding of the University's financial outlook and campus budgetary goals. The process and approach for creating a meaningful and realistic budget using key reports will be discussed.
Trainers: Jennifer Dillon
Date: Thursday, November 5
Time: 9:00 am – 10:30 am
Location: Jardine Room

Title: Reviewing and approving time in Banner Web-Time Entry
Description: (2 hours) - Supervisors will watch a brief video about Banner Web-Time Entry and learn how to review and approve employee time. JCU payroll staff will be available to answer questions regarding the Web-Time Entry and payroll policy and procedures.
Trainers: Debbie Schmitt Jean Tibbs
Date: Thursday, December 10
Time: 9:00 am – 11:00 am
Location: Jardine Room