

## NEW SUPERVISOR'S & MANAGER'S LEARNING OPPORTUNITIES

All offerings are provided in an instructor-led, virtual instructor-led or online format. To locate dates, times and registration information, click the course title or search the class title in [Talent Roadmap](#).



RIT-specific offering

### [Transitioning from Technical Professional to Manager](#)

All too often, professionals are given the opportunity to take on management responsibilities based on the strength of their technical skills. Managerial roles, however, depend on achieving results through others—which requires a significantly different skill set. In this course, leadership coach Sara Canaday helps you incorporate the right mix of functional and interpersonal skills to meet corporate objectives, build a high-performing team, and expand your impact as a leader. Sara shares how to make the shift to management by gaining insights on your leadership strengths and weaknesses while expanding your perspective to focus on team results. Her key topics include self-awareness, emotional intelligence, communication skills, relationship building, and group motivation.

OR

### [Make the Move from Individual Contributor to Manager](#)

Before starting a new management role, it's important to prepare for a shift in mindset, priorities, and expectations. Join instructor Dr. Carolyn Goerner as she explores specific strategies for new managers to expand personal focus beyond individual performance and look to the broader success of the team. Carolyn discusses methods for successfully managing former peers, initiating difficult conversations, delegating work, talking about money, discussing performance, and more.



### [Hiring Basics: Preparing Managers for Successful Staff Hiring](#)

If you're responsible for hiring, you don't want to miss the opportunity to learn how RIT's Staff Recruiters add value to your hiring process. Special emphasis will be placed on recruiting, sourcing and screening services with the goal of improving your talent pools, pointing you to helpful resources, offering education to your hiring committees and providing process expertise. Hiring managers will be provided with the information, resources and tools to assist them in finding and placing the very best candidates. Facilitated by an RIT Staff Recruiter.



## [Employment Law Overview](#)

In this session, learn about many of the aspects of employment law. Each topic covered provides detailed information on the state and federal law involved as well as how to recognize situations as they arise. Some topics covered in this course include: legal accountabilities of department heads and supervisors, Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Employee Retirement Income Security Act (ERISA).



## [Absence Reporting](#) (Anticipated 2021)

This informational seminar will provide essential knowledge for faculty and staff concerning the absence reporting process at RIT as well as employee rights under FMLA, employee leave types/frequency; differences between FMLA & STD, FMLA & STD requirements and employee responsibilities. This course is currently being updated and will be available again in spring, 2021.



## [Diversity and Cultural Humility in the Workplace](#)

This course will provide an overview of relevant terminology and establish an understanding of why diversity, inclusion and equity are important for mission, creativity and productivity. Participants will leave with the ability to identify inclusive behaviors.

## [Crucial Conversations](#)

Crucial Conversations is a two-day or four half-day course that teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics at all levels of your organization. By learning how to speak and be heard and encouraging others to do the same, you'll begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment.

## [Developing Self-Awareness](#)

While a multitude of factors can go into the making of a successful person, nearly all individuals who achieve high levels of personal and professional success have a keen sense of self-awareness. In this course, learn how to become more self-aware in order to develop yourself personally and enhance career progression. Organizational psychologist Gemma Roberts helps you learn how to develop your self-awareness so that you can understand how others see you, and better align your actions with your intentions. She explains how to identify beliefs to

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enhance self-awareness, step outside of yourself to gain a different perspective, leverage a self-awareness action plan, and more.

## [Performance Management: Setting Goals and Managing Performance](#)

As a manager, you want to set your employees up for success by helping them create smart goals that align with the needs of your organization and the skills the employee has and needs to develop. In this short course, the first installment in the Performance Management series, Dr. Todd Dewett digs into the manager's role in managing performance, helping you master both goal setting and performance management. Learn how to create an environment that's data driven and ensures support and accountability, as well as help your direct reports define and align smart goals.

## [Performance Management: Conducting Performance Reviews](#)

Performance reviews can have a huge impact on your employee's future. In this short course, the second installment in the Performance Management series, learn how to prepare for and conduct fair, productive, and impactful performance reviews. Dr. Todd Dewett shows managers how to write and deliver effective performance reviews, explaining how to gather feedback, write the formal review, and conduct effective meetings with employees. He also goes over employee performance improvement plans, explaining why they can be necessary, how they differ from an employee review, and how to administer them effectively. Upon wrapping up this course, you'll grasp how to make performance reviews more useful and motivating and less stressful for both you and your employees.

## [Giving & Receiving Feedback](#)

Giving—and receiving feedback is a skill that's relevant to every member of an organization. Watch this course to learn how to give and receive high-quality feedback. Whether it's with peers, managers, colleagues, team members, friends, or family, the same principles apply across the board. Author Gemma Leigh Roberts shows how to give effective feedback, ask for feedback, and use the responses you receive as a tool to improve personal performance. These tips will help lead you into a cycle of continuous development, and a growth mindset that can help propel your career and your relationships forward.

## [Coaching and Developing Employees](#)

In this course, business coach Lisa Gates teaches managers to harness the power of coaching in the workplace. Learn the benefits of developing your team and helping employees build their skills in ways that transform and empower them to do more productive and engaging work. Then discover how to build your own leadership and coaching skills and equip yourself with tools that encourage insight and growth. The course wraps with a look at how you can maintain the coaching momentum in the workplace and address common challenges.