

# AT A GLANCE

# Supervisory

## BUILDING BLOCKS



## Welcome to the Supervisory Building Blocks program!

This certificate program is designed to strengthen and develop the skills of new and existing supervisors and provides you an opportunity to learn collaboratively with supervisors from across the campus.

### Certificate of Achievement

Team members completing a total of 30 hours of training, including all foundation sessions and 6 hours of elective sessions, will earn a certificate of achievement.

### Curriculum

Learning and development sessions will revolve around four key tracks:

1. Foundations of Supervision
2. Performance Management
3. Employee Relations
4. Operational Services

#### Foundation Sessions:

Participants are required to complete all 12 foundation sessions:

- Foundations of Supervision
- Supervisor Communication Skills
- Performance Management
- Art of Successful Coaching
- Facilitating Effective Performance Evaluations
- Positive Approaches to Resolving Performance and Conduct Problems
- Managing Leave and Attendance
- Navigating ADA, FMLA, and Workers Compensation
- Progressive Discipline
- Effective Documentation
- EEO Principles: Creating a Respectful Work Environment
- Hiring Responsibilities

#### Elective Sessions:

In addition, each participant must select and complete **six hours of elective courses**. Participants are encouraged to choose learning sessions that best pertain to their position and responsibilities. Participation beyond the minimum requirement is encouraged.

- Multi-Generational Workplace
- Developing Positive Relationships at Work
- Electronic Communications for Supervisors
- Behavioral Interviewing
- Compensation and Benefits
- The Employee Lifecycle
- Higher Ed Finance
- Benefits of the EAP
- Introduction to Time & Labor
- Using the ePAR System

*\*Participants who have attended any of the foundation or elective sessions within the last 9 months will receive credit and sessions will be applied towards their Certificate of Achievement.*

## Who Should Attend

Any new or experienced supervisor, manager or team leader who directly supervises team members and is responsible for the day-to-day operational and functional processes. First-time supervisors and supervisors new to the UNT System are encouraged to enroll as soon as possible after assuming their responsibilities.

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## Cost

There is no fee associated with this program.

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## How to Enroll

Enrollment in the *Supervisory Building Blocks* program indicates your commitment to participate and complete the program within 18 months of attending your first session. Please be aware that all sessions are held during typical business hours. Because of the time commitment, we encourage you to receive approval from your supervisor before enrolling in the program.

To enroll, complete our online [enrollment form](#). Once you have submitted your enrollment, you will be contacted with further instructions on registering for sessions.

Program sessions currently open for registration can be found on our [Training Opportunities Calendar](#).

### How to Register for a Class

You can register for learning and development sessions at the EIS Portal/Employee Self-Service.

1. Log-in to the [EIS Portal](#) (HSC) or [EIS Portal](#) (UNT)
2. On the left side menu -- scroll down and select "Training & Development"
3. Select "Training Enrollment"
4. Select "Search by Course Number"
5. Type in the Course Number of the class you are interested in
6. Click on "View Available Sessions"
7. Click on the session number you are interested in
8. Follow the remaining prompts to complete registration.

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## Attendance Requirements

Participants must complete the required 30 hours of training within an 18-month timeframe after enrolling and attending their first session.

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## For Additional Information

Email [TalentManagement@untsystem.edu](mailto:TalentManagement@untsystem.edu) with any additional questions.