

**Supervisor Training
October 28, 2022
Student Union Ballroom**

- 8-8:30am Sign in, light breakfast and beverages will be provided
- 8:30-9am **Session 1: Meet Human Resources**
Presented by: [HR Staff](#)
- Content: Introduce staff, review who does what, and distribution of helpful resources.
- 9-10am **Session 2: New Policies and Procedures and Those that Bear Repeating**
Presented by: [Melisa Hatch, Deputy Director for Human Resources](#)
[Melissa Mlynski, Associate Vice Chancellor for Human Resources](#)
- Content: A review of policies and procedures you need to know.
- 10-10:15am **Break**
- 10:15-11am **Session 3: Freedom of Information Act**
Presented by: [Rhonda Perry, Campus Legal Counsel](#)
- Content: What every employee at a public university in Illinois needs to know about FOIA.
- 11-Noon **Session 4: Panel on Supervising During Remote Work**
Panel Members:
[Ann Comerford, Interim Vice Chancellor for Student Affairs](#)
[Vickie Cook, Associate Vice Chancellor for Enrollment & Online, Professional and Engaged Learning](#)
[Molly Lamb, Executive Director Center for State Policy and Leadership](#)
- Content: Hear different viewpoints on the pros and cons and the unique challenges of supervising during remote work.
- Noon-1pm **Break for Lunch**
- 1-2pm **Session 5: Lessons from the Access and Equity Office**
Presented by:
[Shelby Bedford, Assistant Director of Access and Equity, Title IX Coordinator, Equal Employment Opportunity Officer, ADA Coordinator](#)

Content: Scope of issues that fall within Access and Equity Office, including inclusive hiring and employment practices, Americans with Disabilities Act and Title IX Responsible Employee obligations.

2-3:30pm **Session 6: Addressing Employee Conflict, Poor Performance and Disciplinary Issues in the Workplace**

Presented by:

James Klein, Associate Professor of Counseling and Social Work, UIS Ombudsperson

Kelsea Gurski, Associate Chancellor for Public Affairs & Chief of Staff

Melissa Mlynski, Associate Vice Chancellor for Human Resources

Content: Discuss conflict resolution and services offered in the Ombuds office; performance improvement plans and disciplinary processes for different employee groups; how to identify and respond to an employee of concern.

3:30-3:45pm **Break**

3:45-4:15pm **Session 7: Did You Know? Employee Development and Engagement Ideas for You and Your Team**

Presented by: *Various*

Content: A reminder of the various resources on campus for employee engagement and development.

4:15-4:30pm **Wrap Up**

Presented by:

Vickie Cook, Associate Vice Chancellor for Enrollment & Online, Professional and Engaged Learning

Kelsea Gurski, Associate Chancellor for Public Affairs & Chief of Staff

Melissa Mlynski, Associate Vice Chancellor for Human Resources

Content: Closing remarks; other supervisory programs and opportunities coming soon.