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.