Leader Orientation

**EC E DED: ADD A
A G D ES C DE**

(Register through myTraining)

◊ Accessibility Training
◊ Campus Safety: Active Threat Incident Planning
◊ Discovering Your Strengths
◊ Kognito At-Risk for Faculty and Staff
◊ Microsoft Office Power User Program
◊ myPerformance Training
◊ Service Standards
◊ Time Entry/Approval Training
◊ WSU Finance 101
◊ WSUWeSupportU-Prevent Suicide

Leader Orientation

This program consists of 6 modules totaling 28 hours of instruction over a course of 3 months (1 full day & 5 half day sessions).

New and existing Leaders who wish to participate in the Leader Orientation program may contact HR.OrganizationalDevelopment@wichita

Leader

Module 4

Workforce Talent Acquisition Part 1
◊ Gain knowledge of the different hiring processes for benefit-eligible and non-benefit eligible employees
◊ Gain an understanding of the University's Market-Based Compensation program including the polocies, philosphy, and administrative guidelines as they apply to benefit-eligiable, non-teaching posiitions

Workforce Talent Acquisition Part 2
◊ Learn how to recruit an engaged, high performing workforce
◊ Discuss tools for recruiting to support inclusive excellence
◊ Learn how to partner with your Human Resource Talent Consultant to match candidate skills to open positions

Module 5

Inclusive Excellence in the Workplace
◊ Learn the benefits of inclusive excellence in the workplace
◊ Identify how to foster a culture of engagement, inclusion, and belonging

Adapting Your Style & Motivating Employees
◊ Discuss individual top 5 strengths and a strenths-based university
◊ Identify how to use your strengths to lead a team and foster group committment
◊ Review factors that affect individual motivation
◊ Learn how recognition and appreciation affect performance and retain talent

Module 6

Effective Communication
◊ Learn to practice open and frequent communication
◊ Identify how to build trust and morale within your team
◊ Learn to listen to varying points of view
◊ Review tools for crucial conversations

Managing The Employment Relationship
◊ Review the leader's responsibilities for managing performance, setting expectations, identifying when an employee has not met expectations, and how to effectively address those concerns

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Module 1

Speaker: Division of the President

Speaker: Academic Affairs

Speaker: Student Affairs

Speaker: Human Resources

Speaker: Industry & Defense Programs

Speaker: Finance & Administration

Speaker: Inclusive Excellence

Speaker: WSU Foundation & Alumni Engagement

Speaker: Strategic Communications

Module 2

Your Role as a Leader
◊ Discuss responsibilities of a leader at the university
◊ Review WSU policies and procedures
◊ Discuss standards of conduct and the commitment to provide an ethical, compliant, safe, and respectful environment
◊ Learn how to partner with your Human Resources Business Partner on workforce strategy (restructures, determination of compensation, discussions about positions/actions, employee relations)

Module 2 Cont.

Change Management
◊ Learn how to lead a team through change
◊ Learn the phases of transition
◊ Review tools for movijk ok/forward and