



Office of Human Resources

Learning and Development

## Blue Pathway to Professional Success

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## Pathways Overview

The **Blue Pathway** to Professional Success (formerly known as the Supervisor Pathway) is designed for individuals who directly manage or supervise the work of other staff. The workshops combine technical knowledge and skill building to help participants learn the responsibilities and characteristics of an effective supervisor. Participants will learn leadership skills as well as key employment policies and the role they play in managing day-to-day human resources issues for their departments.

## Objectives

- Ensure University supervisors have the knowledge, skills and abilities to effectively supervise and make day-to-day decisions.
- Promote positive employee relations.
- Ensure employment laws and University policies and procedures are uniformly applied across departments.
- Prevent or limit University legal and financial risk.
- Teach supervisors how to “issue spot” and identify appropriate University resources to assist in resolving problems.
- Work towards the University Strategic Plan goal to “make available to faculty and staff ample and fulfilling opportunities for personal and professional growth; and encourage an entrepreneurial spirit that will allow it to creatively steward University assets, adapt to changing environments and enhance its financial vitality to fulfill its mission for a new era,” while supporting the University Mission.

## Registration

The **Blue** Training Pathway to Professional Success has two registration options:

### Option 1 – The Blue Pathway Certificate of Completion and Recognition Event

This option will work towards fulfilling the **Blue** Pathway Certificate of Completion. The Certificate consists of 10 required core professional development workshops, plus the online ‘Avoiding Supervisory Pitfalls’ class and the learner’s choice of 3 online courses. If participants choose this option, they must commit to complete **14** of the necessary Blue Pathway workshops **within two years**.

Register for the Blue Pathway Certificate by emailing [mylead@duq.edu](mailto:mylead@duq.edu), and request to be added to the **Blue** Pathways Certificate track. Participants must self-register for each individual Pathway workshop as listed in this brochure because the date of workshop attendance is your choice. This will allow MyLEAD to track Pathway workshop attendance. When all required workshops are complete, a **Blue** Pathway Certificate of Completion will be awarded, and participants will be eligible to attend the next scheduled Recognition event.

### Option 2 – À la Cart Workshops

This option allows participants to register and attend any, and as many of the Pathway workshops they believe will benefit their professional development. Attendance will be tracked in MyLEAD, but no Pathway Certificate is awarded.

Regardless of what option is chosen, participants must pre-register for all Pathway workshops. To register, visit [MyLEAD](#), and click the Training Schedule menu item.

## Core Workshops Descriptions

### Leveraging the Staff Hiring Process to Build a Vibrant Campus Community

*Dates offered: 4/17/2019 and 10/24/2019*

The University Employment and Recruiting team will review strategies for recruiting, hiring, and retaining talented staff members. This engaging session will prepare participants to actively contribute to the hiring process, whether as a hiring manager, a search committee member, or other supportive role. The session will focus primarily on skill building rather than on administrative tasks such as required paperwork. Topics for discussion will include:

- The critical role of University Mission and Strategic Plan in the hiring process
- Preparing for the Search
- Interviewing for Success
- Reference Checking

### Employment and Payroll Processing

*Dates offered: 3/26/2019 and 10/3/2019*

Now that you selected the perfect candidate for hire, what's next? This session will review the "back of the house" activities related to funding of positions, scheduled and non-scheduled payroll processing, faculty employment contract processing, salary encumbrance, Banner data standards and much more! Participants will gain a better understanding about:

- [hrrservices@duq.edu](mailto:hrrservices@duq.edu) and what happens after you send an e-mail to this address
- The differences in payment methods and the appropriate forms to complete
- Banner data standards and reporting capabilities

### An Overview of Position Descriptions

*Dates offered: TBD*

Course Description: Coming Soon!

### Leadership Essentials

*Dates offered: 4/23/2019 and TBD*

This interactive workshop will examine the various styles and importance of leadership and the effects that it can have on relationship building and development. Participants of this workshop will:

- Define leadership
- Discuss leadership theories and styles overview
- Examine self-leadership
- Lead others with influence; servant leadership

## **Work Time Management, Automated Attendance Recordkeeping and Understanding FLSA**

*Dates offered: 4/11/2019 and 10/15/2019*

As a supervisor/manager, it is important to know and understand the Fair Labor Standards Act from the 1930's and how it affects today's workforce. This workshop will provide participants an overview of the University's policies and procedures concerning time, attendance, compensatory time, and exempt/nonexempt issues with regard to employee pay. It will also provide an overview of the University's automated Time and Attendance system. Participants will come away with:

- A clear understanding of University policies and procedures for processing employee pay in a variety of circumstances
- The history of the FLSA and the four employer requirements governing minimum wage, overtime, youth employment and recordkeeping
- The various exemptions of the FLSA
- The responsibility of a supervisor and employee to remain in compliance
- An understanding of University practices related to compensatory time and flex time
- Knowledge of the Department of Labor's viewpoint on commonly asked questions: meal breaks, hours worked per week, etc.
- Awareness of automated time keeping and University procedures

## **Family Medical Leave Act (FMLA), Management of Short and Long Term Disability, Workers' Compensation and Managing Staff Absenteeism**

*Dates offered: 5/1/2019 and 10/2/2019*

Supervisors play a critical role in helping the University remain in compliance with the Family and Medical Leave Act (FMLA). This workshop has two parts; and will familiarize learners with the provisions of the Act, as well as absenteeism issues.

Part One: Attendees will be able to gain knowledge on basic information about FMLA, including:

- Who is eligible
- Reasons for taking FMLA
- How FMLA is administered at Duquesne
- How FMLA interacts with the University's paid sick leave policy (TAP No. 15)
- When the FMLA, ADA, and Workers' Compensation laws overlap, and how to resolve the overlap.
- The employee's obligations and responsibilities
- The supervisor's obligations and responsibilities
- Whom to contact for assistance

Part Two: The absenteeism presentation explains University policies and procedures that apply to situations involving staff absenteeism and recommends practical steps that supervisors can take to effectively manage cases of excessive absenteeism. Attendees will review:

- TAP 15- excessive sick time
- How to measure excessive absenteeism
- Coaching conversation tips to employees with excessive absenteeism
- When to contact Human Resources
- Progressive discipline
- Calculating the costs of poor attendance/effects of department with excessive absenteeism employees

## **Performance Appraisals with Cornerstone on Demand (CSOD) for Managers**

*Dates offered: 5/29/2019, 6/11/2019, 7/25/2019 and 8/14/2019*

This workshop provides a step-by-step demonstration of the manager's responsibilities in the Cornerstone performance appraisal web-based solution. Attendees will:

- Learn how to log into the Cornerstone system
- Locate and view direct report employees' appraisal files
- Initiate and complete an annual electronic performance appraisal

## **Communication Principles of Team Success**

*Dates offered: TBD*

Your ability to build effective teams requires on-going communication. In this workshop you will learn new tips and techniques on how to enhance your communications and hold your people accountable. The workshop learning objectives include:

- Taking a mini-audit of your communication style
- Learning how behavior is the focal point of making change, including enhancing communications
- Obtaining tips for managing and communicating with your team while holding them accountable for results
- Reinforcement learning through exercises and discussion

## **Effective Organizational Communication**

*Dates offered: 4/30/2019 and TBD*

Being successful requires effective communication, not only to inform others about services and plans, but also to build relationships with key constituencies. In this session, participants will learn the fundamentals of communication and understand why adapting communication styles is an important component of effective management. Additionally, participants will:

- Understand your primary and secondary communication styles
- Learn how those with other communication styles interpret how you communicate
- Develop effective ways to communicate with those who have different styles from yours

## **Current 2019 Classroom Training Schedule - Blue Pathways Certificate**

3/26/2019	Employment and Payroll Processing
4/11/2019	Work Time Management, Automated Recordkeeping and Understanding FLSA
4/17/2019	Leveraging the Staff Hiring Process
4/23/2019	Leadership Essentials
4/30/2019	Effective Organizational Communication
5/1/2019	Family Medical Leave Act (FMLA), Management of Short and Long Term Disability, Workers' Compensation and Managing Staff Absenteeism
5/7/2019	Documentation, Employee Performance Management and EAP: A Productive Partnership
10/2/2019	Family Medical Leave Act (FMLA), Management of Short and Long Term Disability, Workers' Compensation and Managing Staff Absenteeism
10/3/2019	Employment and Payroll Processing
10/15/2019	Work Time Management, Automated Recordkeeping and Understanding FLSA
10/17/2019	Documentation, Employee Performance Management and EAP: A Productive Partnership
10/24/2019	Leveraging the Staff Hiring Process

## Online Learning (LinkedIn and United Educators)

Most online and blended learning workshops are accessed via LinkedIn Online Learning (formerly Lynda.com). To avoid any fees, it is recommended that the “30-day free trial period” LinkedIn Learning license be utilized. However, if more time is needed to complete the course work, participants are encouraged to become a member of the Carnegie Library, which includes free access to LinkedIn. Membership is free to in-state residents. There is a minimal fee for out-of-state residents.

- To register for the trial license, visit: <https://www.linkedin.com/learning/?trk=uno-reg-guest-home-learning>
- To obtain a Carnegie Library card, visit: <https://www.carnegielibrary.org/services/get-a-library-card/>

## How to register for the United Educator's "Avoiding Supervisory Pitfalls" online workshop:

Visit: <https://learn.ue.org/7N7PB791859/DUQEmployee>

- Enter your name and email; click register.
- Check your email and click the provided login link.
- Enter your email and the temporary password from the email
- Enter your temporary password again, and enter a new password twice, with a secret question and answer.
- Note: New passwords must contain at least 8 characters, one uppercase letter, one number, and one special character
- On the course selection screen, click the course title and click Launch, then follow the on-screen instructions.
- Email [mylead@duq.edu](mailto:mylead@duq.edu), with your name, and the course completion date.

To complete the Blue Pathway Certificate, complete any three workshops from the list below and the ‘Avoiding Supervisory Pitfalls’ course, and send your name, course title, completion certificate and date, to [mylead@duq.edu](mailto:mylead@duq.edu)

## Online Workshops

### Avoiding Supervisory Pitfalls - Edu Risk Solutions (Online)

*Offered continuously*

This online learning program will help supervisors discover how to:

- Prevent unfair treatment of subordinates,
- Identify supervisory actions that have led to allegations of unfair treatment
- Recognize scenarios in which an employee might believe a supervisor’s behavior to be discriminatory even if it wasn’t intended to be

To complete this online workshop, review instructions above.

## **Project Management Simplified**

*Offered continuously / Duration: 1 hour and 16 minutes*

Almost everything you do in the workplace is a project, from the smallest task to the largest endeavor. All of this work can benefit from some simple project-management techniques. In this course, management trainer Chris Croft outlines the twelve steps to managing projects without creating a lot of extra overhead, and shows how to use traditional PM tools—such as Gantt charts and network diagrams—to help you manage your workload.

Link: <https://www.linkedin.com/learning/project-management-simplified>

## **Management Foundations**

*Offered continuously / Duration: 2 hours and 9 minutes*

Good managers drive their employees and their organization to success. They juggle a wide range of tasks and deadlines; know how to effectively manage people, their performance, and the business itself; and help others achieve their potential. And they do it well. Learn to become a manager your employees admire and respect and one your boss can rely on. Britt Andreatta, director of learning and development for lynda.com, shows you how to choose the right style of management for you and your workplace, hire and onboard employees, address performance problems, resolve conflict, and manage time, budgets, and performance goals. Additionally, learn how to handle tricky situations like transitioning from a peer to a manager, managing multiple generations, and letting employees go.

Link: <https://www.linkedin.com/learning/management-foundations>

## **Transitioning from Manager to Leader**

*Offered continuously / Duration: 1 hour*

Much like management, leadership is a skill that can be taught. In this course, executive coach Sara Canaday shares proven strategies to help you shift your mindset from manager to leader. To begin, you will learn how to enhance your personal growth by practicing self-awareness and emotional intelligence, developing an executive presence, and becoming a thought leader. Next, you will learn how to expand your perspective from local to global, innovate by viewing challenges with a fresh lens, and improve your decision-making skills. Lastly, you will learn how to cultivate and nurture a stellar team: attract top talent, inspire your team with broad-based support, and explore tactics for creating rapport and building meaningful relationships. Each chapter of this course is coupled with a coaching story that shows you how to apply these concepts to real-world situations.

Link: <https://www.linkedin.com/learning/transitioning-from-manager-to-leader>

## **Coaching and Developing Employees**

*Offered continuously / Duration: 1 hour and 5 minutes*

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.

Link: <https://www.linkedin.com/learning/coaching-and-developing-employees>

## **Improving Your Conflict Competence**

*Offered continuously / Duration: 52 minutes*

Workplace conflict is inevitable. But it doesn't have to end badly. In this course, author and conflict expert Craig Runde helps you manage workplace conflict more effectively. He first explains the dynamics that create conflict, and helps you become aware of what your conflict response is. Once you are aware of how conflict arises, learn some practical steps you can take to manage your emotions and engage with others constructively.

Link: <https://www.linkedin.com/learning/improving-your-conflict-competence>

*\*Important note: There may be a fee for certain workshops. This fee will cover the materials for each participant. Participation in these workshops may require the completion of a registration form including appropriate authorization for attendance and financial responsibility. Participants are reminded that fees incurred will **not be refunded** if cancelation occurs less than two weeks prior to the workshop date.*

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Contact **Learning and Development** ([mylead@duq.edu](mailto:mylead@duq.edu) or 412-396-5774) for more information, or log-in to DORI and visit [DORI Training & Development Blue Pathway to Professional Success](#) web page for the Pathway details, schedules and [MyLEAD](#) registration information.