

# K-STATE SUPERVISORY FOUNDATIONS

## PILLAR I: ESTABLISHING YOUR SUPERVISORY FOUNDATION SPRING 2025

### **Understanding Your Role as a K-State Supervisor**

Presented by Human Resources

This session is suitable for all academic, professional and support staff with management and/or leadership roles across the University. Participants will understand the importance of a leader who encourages and guides employees, advances teamwork, inspires trust and optimizes results.

**February 26**  
8:30-10:30 a.m.

**and**  
**February 28**  
8:30-10:00 a.m.

### **Effectively Utilizing K-State Policies and University Handbook**

Presented by Human Resources, Office of Civil Rights and Title IX & the Provost Office

This session provides an interactive opportunity for supervisors to apply K-State employment policies and the University Handbook.

***Prerequisite online trainings:** Americans with Disabilities Act (ADA) for Supervisors, Benefit Your Team, Fair Labor Standards Act (FLSA) Basics: What Do You Need to Know, and Foundations of the Family Medical Leave Act (FMLA).*

**March 3**  
8:30-10:30 a.m.

**and**  
**March 5**  
8:30-10:30 a.m.

### **Mindful Communication for Supervisors**

Presented by A.Q. Miller School of Media and Communication

This session will provide participants insight into their own communication styles and anxieties. Participation will help supervisors understand how verbal and nonverbal communication can help to create more mindful, effective messages to employees.

**March 7**  
8:30-10:30 a.m.

### **Understanding Legal and Ethical Responsibilities of Supervisors**

Presented by Office of General Counsel & College of Business Administration Management Faculty

This session is designed to introduce participants to legal concepts by providing an overview of key laws and policies impacting the workplace. Participants will learn how to spot legal issues and how to best utilize resources to assist with potential legal and ethical concerns.

**March 10**  
8:30-10:30 a.m.

**and**  
**March 12**  
8:30-10:00 a.m.

### **Fostering Community as a Supervisor**

Presented by Office of Access and Opportunity

An interactive and informative session where participants will engage in a community healing hub and explore practices that will lead to our shared vision of One K-State.

**March 24**  
8:30-10:30 a.m.

**and**  
**March 26**  
8:30-10:30 a.m.

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### **Building Your Conflict Management Toolkit**

Presented by Human Resources & Family Studies and Human Services

Enhance your confidence in managing conflict within your department/unit by building your toolkit geared towards your supervisory role in responding to challenging situations that naturally occur within the workplace.

**March 28**  
8:30-10:30 a.m.  
and  
**March 31**  
8:30-10:30 a.m.

### **Collaborative Communication for Supervisors**

Presented by A.Q. Miller School of Media and Communication

This session focuses on communication and decision-making, highlighting ways that communication can facilitate or hinder collaborative decision-making practices in the workplace.

**April 2**  
8:30-10:30 a.m.

### **Performance Management: Supervisory Best Practices**

Presented by Human Resources

This highly interactive session will highlight the strategic best practices necessary for efficiently completing performance reviews and disciplinary action. It will also emphasize the supervisor's role in coaching employees for success and providing support.

**Prerequisite online trainings:** *Attendance Guidelines for University Support Staff (USS) and Corrective Action for University Support Staff (USS)*

**April 4**  
8:30-10:30 a.m.  
and  
**April 7**  
8:30-10:30 a.m.

### **The Strategic Leader**

Presented by Staley School of Leadership

In this session, participants will gain a deeper understanding of their own leadership styles and have an introduction to the leadership styles of others through completing the CliftonStrengths Assessment. Participants will then explore strategies to increase engagement and motivate their colleagues. Through case studies, participants will explore how to speak to loss and manage change at the unit and organizational level.

**April 9**  
8:30-10:30 a.m.  
and  
**April 11**  
8:30-10:30 a.m.