

UTRGV Supervisor Excellence Series

Professional development opportunities designed for managers and supervisors including aspiring supervisors to enhance existing skills and to develop best practices to promote excellence, effectiveness and efficiencies. Interactive presentation details and registration information is available online at www.utrgv.edu/training.



Spring 2022 Virtual Interactive Sessions	Zoom Session	Zoom Session
Salary Administration Best Practices for Managers	February 1 10:30 am – 12:00 pm	February 3 10:30 am – 12:00 pm
Compensation and Classification Processes	February 8 2:00 pm – 3:30 pm	February 10 9:30 am – 11:00 am
University Marketing & Communications	February 15 10:00 am – 11:30 am	February 17 10:00 am – 11:30 am
Employee Recruitment, Interviewing & Best Practices	February 22 3:00 pm – 5:00 pm	February 24 10:00 am – 12:00 pm
Effective Employee Onboarding; Transforming Through Engagement: A Core Priority	March 1 9:30 am – 11:30 am	March 3 9:30 am – 11:30 am
Employee Leave & Time Management	March 8 10:00 am – 11:30 am	March 10 10:00 am – 11:30 am
UTRGV Sustainable Development Leader	March 22 10:00 am – 11:30 am	March 24 10:00 am – 11:30 am
Environmental Health, Safety & Risk Management; Employee Wellness & Engagement	March 29 9:00 am – 11:00 am	March 31 2:00 pm – 4:00 pm
Employee Performance Management	April 5 10:00 am – 11:30 am	April 7 10:00 am – 11:30 am
Title IX: Sexual Harassment, Sexual Misconduct and Your Role as A Responsible Employee	April 12 2:00 pm – 3:30 pm	April 14 9:00 am – 10:30 am
Ethical Leadership & Trust	April 19 9:00 am – 10:30 am	April 21 1:00 pm – 2:30 pm
Americans with Disabilities Act	April 26 9:00 am – 10:00 am	April 28 2:00 pm – 3:00 pm

Zoom links provided to Registrants.

Register at www.utrgv.edu/training

* For accommodations contact HR Organizational Development & Training at EmployeeTraining@utrgv.edu.

UTRGV Supervisor Excellence Series – Spring 2022 Presentation Descriptions	Presenting Office
<p>Salary Administration Best Practices for Managers - Manager and Supervisor essentials for efficient personnel action processing. Gain insight of the different types of personnel actions processes, supervisory responsibilities, and awareness of impacts directly related to personnel action processes. This presentation will highlight key essentials for successful management operations of milestones that arise throughout an employee’s life cycle.</p>	<p>HR Salary Administration Planning & Analysis</p>
<p>Compensation and Classification Processes - An overview of the classification process and programs that supports UTRGV’s effort to attract, engage, and recognize employees. This presentation will discuss regulatory and legal responsibilities, job classification processes including position creations, job title additions, and reclassifications.</p>	<p>HR Compensation</p>
<p>University Marketing & Communications- Branding UTRGV — It’s Everyone’s Job : Are you using the correct UTRGV Logo? What should you do if a reporter calls you out of the blue? Did you know the UTRGV brand is worth millions of dollars? University Marketing and Communications (UMC) will share how their office can help you with marketing and communication needs. They’ll also review university policies that are in place to ensure you and your employees properly brand UTRGV.</p>	<p>University Communications & Marketing</p>
<p>Employee Recruitment, Interviewing & Best Practices – This session highlights recruitment and hiring best practices to best empower hiring managers to make excellent hiring decisions.</p>	<p>HR Talent Acquisition</p>
<p>Effective Employee On-Boarding – This session offers a comprehensive overview of the UTRGV employee on-boarding process, manager resources, and the essential components that strengthen workplace employee enthusiasm, professional development, productivity, and engagement.</p>	<p>HR Employee On-Boarding:</p>
<p>Transforming Through Engagement: A Core Priority – Session will define Community Engagement from an institutional perspective and discuss examples of community engagement at UTRGV. Participants will learn about the UTRGV volunteer platform called the Engagement Zone and discuss ways to promote team building through community engagement.</p>	<p>Community Engagement & Economic Development</p>
<p>Employee Leave & Time Management - This presentation is designed to provide you with important information on UTRGV policies and processes regarding leave entitlements, FMLA, and managing employee time. Time management includes topics such as overtime, time reporting, travel time, and break time. Learn UTRGV’s interactive process between a supervisor and an employee to manage leave effectively.</p>	<p>HR Business Partners</p>
<p>UTRGV Sustainable Development Leader - Overview of the principles of sustainability through the continuing existence of a healthy, safe and environmentally sustainable campus that enhances individual health, community well-being, and positive teaching/learning experiences, while maximizing efficiencies to enact change on our campus and the region.</p>	<p>Office for Sustainability</p>
<p>Environmental Health, Safety, & Risk Management - Program overview and supervisor responsibilities. Presentation of Workers Compensation program (WCI), reporting injury or illness process, stakeholder responsibilities, and Return to Work After Work-Related Injury or Illness policy information.</p>	<p>Environmental Health, Safety & Risk Management;</p>
<p>Employee Wellness - Empower your team’s well-being by encouraging work/life balance and promoting a positive working environment. Gain valuable information about employee wellness resources, initiatives, and strategies to increase employee engagement contributing to enhanced team success.</p>	<p>HR Employee Wellness</p>
<p>Employee Performance Management - Supervisors play an integral role at UTRGV to develop our employees and help them succeed. Learn about performance management throughout the duration of an employment cycle, from onboarding to offboarding. This training will equip you to successfully manage performance issues at UTRGV.</p>	<p>HR Business Partners</p>
<p>Title IX: Sexual Harassment, Sexual Misconduct and Your Role as A Responsible Employee - This session will provide supervisors an understanding of appropriate workplace behavior and recognize when sexual harassment in the workplace is taking place. It will describe your responsibilities as a UTRGV employee and provide you with information about policies and procedures</p>	<p>Office of Institutional Equity</p>
<p>Ethical Leadership & Trust - This session highlights the Supervisor’s Role in demonstrating, encouraging, and supporting ethical behavior. Explore how leading with character and integrity builds trust, improves effectiveness and engages employees to achieve positive results.</p>	<p>Human Resources OD</p>
<p>Americans with Disabilities Act (ADA) - It will help you to become familiar with ADA requirements and to better understand the reasonable accommodation request process at UTRGV. It will help you better understand your supervisory obligations with regards to this process.</p>	<p>HR Business Partners</p>