

SUPERVISORY NEWSLETTER October 2022 | Issue 08


Want hear a three-word scary story? Human Resource Services.

 Kidding! We're really not *that* scary but if **FEAR** is preventing you from reaching out to us for assistance we hope the following information changes your mind.

Fear, like any other emotion, is necessary as a means to process information and human experiences. Biologically speaking, fear is a way for our bodies to keep us safe; however, when this mechanism goes into overdrive we can experience negative or unintended consequences. Fear in the workplace can strip us of our security, our decision-making abilities, our efficiency, our productivity, and ultimately our joy. While fear is something that is intrinsic, our environment and those around us can greatly impact whether we can acknowledge it and move forward or let it become something that keeps us from achieving our full potential.

As you'll read in Joni Naugle's article, one of the most common fears in the workplace is fear of failure. The bad news is that leaders are not immune to fear. The good news is that we can use that fear to change things - not only for ourselves but for our team members as well. Have you ever been afraid to speak up for fear of being rejected, ridiculed or ignored? Or, have you ever been afraid of making a mistake? As leaders we must model what we want to see and create spaces for others to do the same. Maybe that means you have to acknowledge fear as part of a healthy human experience. Maybe that means we have to make some changes to the status quo, or maybe that means we must redefine "failure."

Remember, our intent doesn't matter if our impact is harmful. It's time we begin looking within and challenging ourselves to do better. As Winston Churchill once said, "Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen." Don't let fear prevent you from doing what's right. Don't let fear be the reason you fail to create a psychologically safe space for your team. And if you need additional support, know HRS is here to help.

Leadership is about courage BUT can you really be courageous in the absence of fear?

Until next month!

HRS Employee Relations
This newsletter is for YOU, so feel free to reach out with any questions, comments, suggestions, thoughts or concerns you may have that we can address in upcoming issues.
STARTER BITES

"Never let the fear of striking out get in your way."

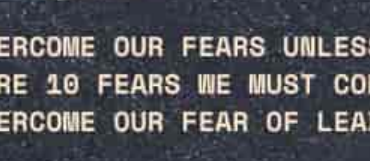
- Babe Ruth

"The boss inspires fear. The leader inspires enthusiasm."

- John C. Maxwell

"Thinking will not overcome fear, but action will."

- W. Clement Stone


FEATURE BITES

KNOW YOUR FEAR TO CONQUER YOUR FEAR

WE CANNOT OVERCOME OUR FEARS UNLESS WE IDENTIFY THEM. THERE ARE 10 FEARS WE MUST CONQUER IN ORDER TO OVERCOME OUR FEAR OF LEADING.

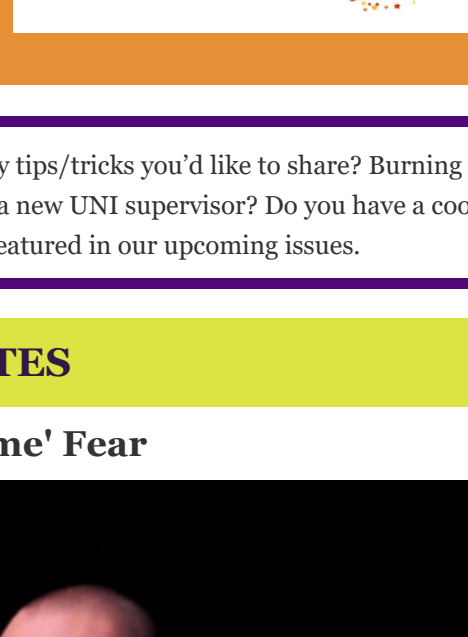
- 1 FEAR OF EMBARRASSMENT**
Leadership is hard because we care what people think of us.
- 2 FEAR OF FAILURE**
Leadership increases the possibility we will fail.
- 3 FEAR OF CHANGE**
Leadership leads to a loss of control.
- 4 FEAR OF REGRET**
Leadership requires sacrifice and will lead to missed opportunities.
- 5 FEAR OF CRITICISM**
Leadership increases the number of people with opinions about our lives.
- 6 FEAR OF EXPOSURE**
Leadership puts our weaknesses on display.
- 7 FEAR OF SHAME**
Leadership humiliates and punishes mistakes publicly.
- 8 FEAR OF REJECTION**
Leadership exacerbates our feelings of inadequacy.
- 9 FEAR OF LONELINESS**
Leadership increases our chances of not being liked.
- 10 FEAR OF VULNERABILITY**
Reasons 1-9 make our life more vulnerable and unprotected.

LEADDIFF.COM/FEAR-OF-LEADING

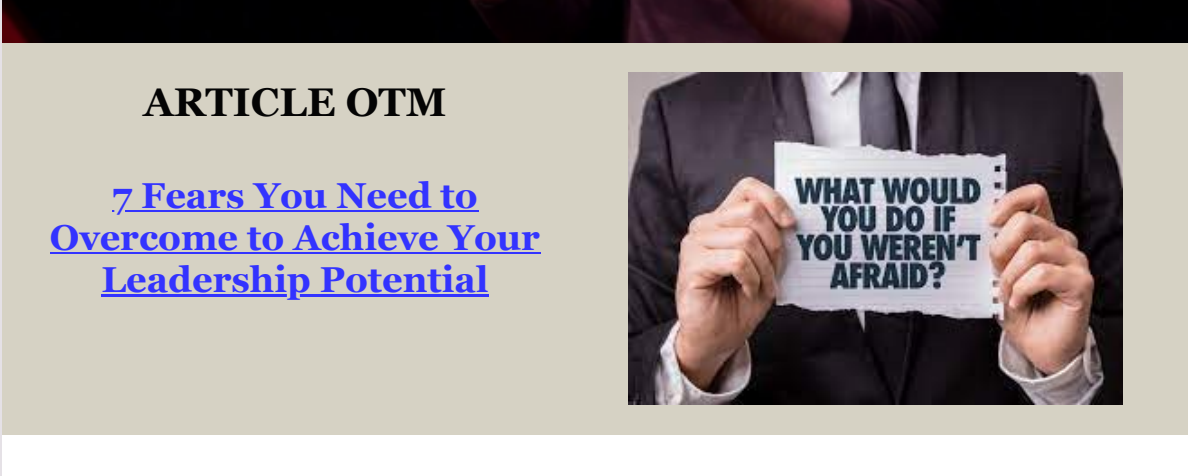
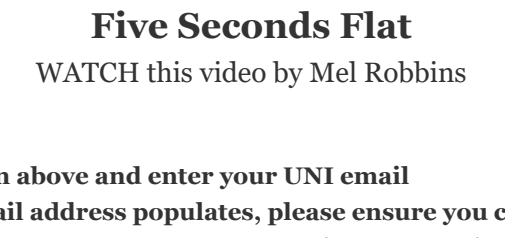
[Click on the graphic above to learn more!](#)

Welcome New UNI Supervisors!

- Maria Ackerson, Child Development Center
- Clark Even, Utilities & Power Plant
- Michele Gerdes, Student Health Clinic
- William Kirchmann, Utilities & Power Plant
- Megan Perry, Registrar's Office
- Rod See, Public Safety
- Nathaniel Smith, Athletics Administration
- Shelly Smith, Educational Talent Search
- Michelle Sullivan, Business Operations



We want to feature YOU! Do you have any supervisory tips/tricks you'd like to share? Burning questions about supervision you'd like to ask? Are you a new UNI supervisor? Do you have a cool or unique workspace? If so, reach out to be featured in our upcoming issues.

SMALL BITES
How to 'Overcome' Fear

ARTICLE OTM
7 Fears You Need to Overcome to Achieve Your Leadership Potential

LinkedIn Learning
How to Kill Doubt and Fear in Five Seconds Flat

WATCH this video by Mel Robbins

To access this video, click on the purple button above and enter your UNI email address when prompted. If your personal email address populates, please ensure you click on the "change" link first to update your email address. Once entered, click on "Continue to the University of Northern Iowa LinkedIn Learning account" to access content.

The Impact of Fear in the Workplace
by Joni Naugle

Everyone experiences fear. It is one of the basic human emotions. In fact, fear is noted as the most powerful of all emotions. And it's a peculiar emotion because we need it to keep us safe from real danger, but it more frequently hurts us by limiting our potential.

Fear can be generated by external influences or internal ones. External influences could be cruel personalities or strange noises in the dark. While external fears can stop us dead in our tracks, the immobility is normally brief. Once the mean person leaves or the light is turned on, our rational mind takes over allowing us to handle the situation and move on.

More damaging fears, and the ones employers should tune into with their employees, are the fears created inside our own heads. These are the fears which more permanently keep us stuck. They create the stress and anxiety hindering performance.

The most common internal fear people harbor is the fear of failure. Fear of failure can include fear of embarrassment, underperformance, rejection, change, confrontation, and isolation. Our mind tells us any of these situations would brand us as a failure. And nobody wants that.

What happens when employees are paralyzed by fear?

[Continue Reading >](#)

BIG BITE

Book Club

Dealing with the Tough Stuff: How to Achieve Results from Key Conversations by Darren Hill, Alison Hill, and Dr. Sean Richardson.

[UNI Rod Library Link](#)

Chapters 4-6, walked us through handling "unsaid" stuff, the "remote" stuff, and the "gruff" stuff. The authors teach us that two-point communication (sitting directly in front of one another) can strengthen personal bonds; however, using this same medium to communicate the tough stuff can actually escalate conflict. They recommend using three-point communication as a means to keep the personal space from being "contaminated." This can be achieved by using a third point of reference, such as piece of paper, a whiteboard, or a screen. Without the "richness of face-to-face" interaction when working remotely, creating meaningful relationships becomes more difficult. That doesn't mean we cannot achieve it, only that we have put forth more effort to engage with others and actively minimize or eliminate our distractions. Finally, managing and leveraging emotions effectively in the workplace can make us better leaders. We need to learn to recognize that although all emotions are acceptable and they are not the enemy, how we act upon those emotions may or may not be problematic.

Part II in Tweets:

- There's a difference between approachability and credibility.
- Invite people to view problematic behavior as something that can change vs. a character flaw that can't be changed.
- Help others help themselves.
- The relationship is what matters.
- Don't postpone your efforts to engage with others - it's easy to become lazy and avoid it altogether.
- If you're the person who is remote and at home, have a shower and put on a work shirt!
- Script it out to get it out.
- People can drown in honey - having the right balance is essential.
- Start with trust as your default.
- Emotions. Ignore them at your peril.

Favorite Quotes:

"When in doubt, people trust body language more than words."

"...if in your relationship you are having fewer than three positive exchanges (such as reinforcement or praise) for every negative exchange (such as critique), you're on the path to dysfunction."

"Don't make geography an excuse for not doing your job well, especially in an age where technology goes a long way to overcoming the tyranny of distance."

"We need to view emotions as a catalyst for change and the fuel that drives the engine of productivity and innovation. Emotions are awesome!"

"Avoid becoming an emotionless leader. Here's a truth: you can't be emotionless anyway!"

If you would like to read along and share any thoughts or reactions to Chapters 7-9 for our next issue please sur to contact us!

LEARNING & DEVELOPMENT
Well-being Wednesday: The Power of Social Connections

HRS will host an informational session on why social connections are so important to thriving in our life and work. This session will also cover reframing negative self-talk and how to benefit from a more optimistic perspective. Activities, practices, and additional support for managing stress will also be shared. Therese Callaghan, Employee Well-being Coordinator, will lead this in-person session as follows:

October 26th from 2:00 p.m. to 3:00 p.m. in Gilchrist 009

Space is limited and advanced registration is required.

Click [HERE](#) to register for this training.

Supervisor Series: Leading from a Coach Approach

HRS will host a session for supervisors to share the reasons behind why leading from a coach approach is effective. Coaching is a skill all successful supervisors leverage. Learn how to use coaching skills to lead your team to positive outcomes. Therese Callaghan, Employee Well-being Coordinator, will lead this in-person session as follows:

November 18th from 2:00 p.m. to 3:00 p.m. in Gilchrist 009

Space is limited and advanced registration is required.

Click [HERE](#) to register for this training.

HRS is excited to announce we will be partnering with our Employee Assistance Program to host four (4) Lunch & Learn webinars for supervisors this year. All sessions will take place during the lunch hour from 12 p.m. to 1 p.m. If you are able to step away from your desk we highly encourage you to bring your lunch, and maybe even a colleague, and join us to watch in-person at the location noted next to each of the sessions.

Register

Giving Effective Feedback
December 1st: GIL 009

Register

Addressing Employee Performance Issues in a Supportive Way
February 21st: GIL 009

Register

Initiating Difficult Conversations
April 5th: GIL 009

COMING SOON

- Supervisor Development Series: Leaves, FMLA and Workplace Accommodations
- Supervisor Development Series: Addressing Performance Deviations
- Supervisor Development Series: Managing Conflict Effectively
- Supervisor Development Series: Fundamentals of Supervision

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Our Vision

All employees will be positively engaged in achieving their greatest potential while contributing to the success of the university.

Our Mission

Human Resource Services fosters an environment of integrity and collaboration through innovative solutions and communications contributing to the successful recruitment, development, and retention of university employees.