



**SUPERVISORY NEWSLETTER**      January 2024 | Issue 23

**Welcome to 2024!**

We are at the beginning of a new year and a fresh slate for what we can accomplish professionally and personally. This is a perfect time to cast a vision for what you are hoping to accomplish throughout the next 365 days with your team and department. But that can be easier said than done. **What does it mean to create vision, let alone act on it?**

In a nutshell, leadership vision covers the overarching purpose, values, and aspirations. It galvanizes the team, creating a path to desired outcomes and driving everyone toward a common goal. It also provides clarity in what your team's most important goals are and what you are planning to accomplish. As a supervisor, you likely have an idea in mind in terms of what you want to achieve. Sharing your vision and cultivating a vision with your staff is how you make it a reality.

Whether this is your first year in your supervisory role or beyond, gather your team and cast a vision to provide meaning to the goals you are setting out to accomplish.

**Leadership vision is what makes a team worth working for.**

Until next month!

Let us know what you think about this newsletter and what you'd like to see in the future!

[Jesse Heath](#)  
Employee Relations Coordinator  
[HRS Employee Relations](#)

[Feedback Form](#)

**Welcome, New UNI Supervisors!**

**Emily Hummel**  
**Anne Bilder**  
**Brian Gabel**

**“VISION IS A DESTINATION - A FIXED POINT TO WHICH WE FOCUS ALL EFFORT.”**

-Simon Sinek  
British-American Author

**Creating Your Leadership Vision**

**Self-Reflection:** Whether you are the leader of a team or a unit, you are tasked with identifying the goals for the next year. An ideal place to start is reviewing where you've been and how the team progressed in the past year. What are the general areas you would like your team to focus on with this next year? Beyond team development and goals, reflect on your own performance. Are you who you want to be as a leader? What do you want your staff to learn from you?

**Team Brainstorming Questions:**

- What inspires your success?
- What barriers are holding you back from accomplishing your goals?
- In what areas do you feel you need the most guidance and help?
- What processes need revision in our team/department?
- When are your happiest moments at work?
- What can I change to better lead you?

**Involve Your Team:** While this starts with you, it is something the collective team will be responsible for. Take some time to brainstorm goals and priorities to get a clearer idea of how to craft your vision statement. Use the questions on the left to get the process started.

**Refine Your Vision:** Keep refining your statement until it is exactly as you want it to be. Incorporate language that motivates your staff and emphasizes inclusivity. And what is "finalized" initially does not need to be set in stone: periodically revisit your vision throughout the year to assure that it remains relevant to what you are aiming to accomplish. Don't be afraid to revise when priorities change.

**Considerations for Your Leadership Vision**

Positivity	Clarity	Action
No one wants to work toward a future fixated on problems and challenges. Identify areas of growth for your team is facing but focus your energy to solutions. Your leadership vision should be optimistic, forward-looking, and illuminating.	Outstanding leadership vision examples are clear and concise. They provide an answer to your team's "why," giving them meaning to their work and giving them fulfillment in their work. It empowers them to feel they're making a difference at our university.	Without specific goals and action items, your vision is just an irrelevant grouping of words. Work with your team to create goals to help you accomplish the vision. Diversify your goals in their deadlines: have some for the full year and others for each semester and season.



Video: What a Vision Is / Simon Sinek (1:46)

**Supervisor To-Dos**

- Create a Unified Team Vision**  
What does your team need to achieve in spring semester?
- Review Team Expectations**  
How do they help you accomplish the vision you have for your team moving forward?
- How can your staff collectively grow in the next academic year?
- Identify goals that can be accomplished by May, August, and December.
- How have your expectations impacted overall team performance throughout fall semester?

**Questions for Vision**

- For Your Reflection**  
Where do you want to be in January 2025? What is your one-year plan?  
What do you want to see more (or less) of in your team and organization?
- For Staff 1:1s**  
What daily tasks of the staff member support the vision of the team?  
What support do they need from their supervisor to succeed?
- For Staff Meeting**  
What are the goals needed to make your team's vision a reality?  
What changes need to happen to put your team on track for the vision?

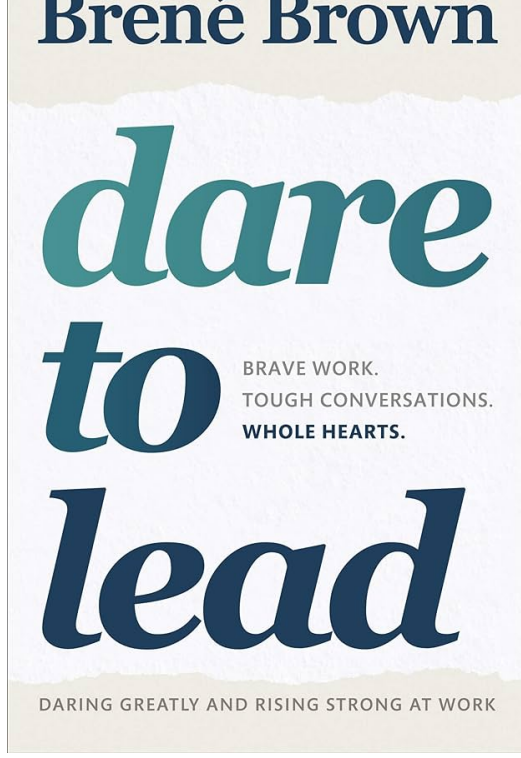
**Additional Resources for Leadership Vision**

<p><b>Articles</b></p> <ul style="list-style-type: none"> <li><a href="#">Crafting a Vision Statement</a></li> <li><a href="#">Mission vs. Vision</a></li> <li><a href="#">Keeping Sight of Long-Term Vision</a></li> <li><a href="#">Unleashing Your Vision</a></li> </ul>	<p><b>Videos</b></p> <ul style="list-style-type: none"> <li><a href="#">Keep Your Vision BIG</a></li> <li><a href="#">Align Your Company Vision</a></li> </ul>
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**Read Recommendation**  
*Dare to Lead* by Brené Brown

As supervisors with vision directing our staffs, it is important to recognize how we can leverage empathy, connection, and courage to create stronger and more effective teams. By utilizing research, stories, and examples to ground her concepts, Brené Brown shares poignant reflections that are useful for the higher education landscape.

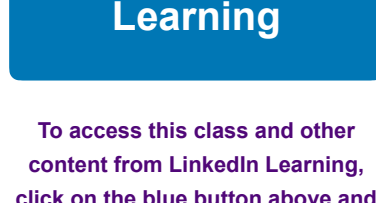
**Notable Quotable:** "If we want people to fully show up, to bring their whole selves including their unarmored, whole hearts—so that we can innovate, solve problems, and serve people—we have to be vigilant about creating a culture in which people feel safe, seen, heard, and respected."



This title is available at the Cedar Falls and Waterloo Public Libraries. Available as a physical book, audiobook, eBook, and an audio disc! Click [here](#) to learn more.

**LinkedIn Learning Class Highlight**

[Leading with Vision](#) by [Bonnie Hagemann](#)  
Discover how visionary leaders change their organizations through compelling vision and engaging others around it. Bonnie Hagemann shows leaders how to lead with vision, breaking visionary leadership down into steps that anyone can follow. Learn how to build a vision for your organization that transforms your team's efforts.



**Looking for additional professional development?**  
From communication strategies, management essentials, and technological skills, there is something for everyone on LinkedIn Learning! You have full access with your account through UNI so explore available courses to continue your professional growth journey!

To access this class and other content from LinkedIn Learning, click on the blue 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.

**Your New Employee Relations Coordinator!**



Hello! My name is Jesse Heath and I am the new Employee Relations Coordinator with Human Resource Services. My predecessor, Cat Wilken, has done a phenomenal job in this role and has left some big shoes to fill. I'm excited to serve you and UNI!

While this is my first role in Human Resources, I come to this position with five years of professional experience from the world of Housing which has provided a fair amount of supervision experience and conflict mediation experience among students. I am excited to connect with you and to continue to make UNI a great institution and workplace!

Do you want to connect? You can reach me at [jesse.heath@uni.edu](mailto:jesse.heath@uni.edu) or 319-273-6219.

**Supervisory Newsletter Feedback Form**

This is also my first time writing the Supervisory Newsletter and I'd love your feedback! This is a resource for you so please let me know if there is any content you would like to see in upcoming issues!

**UPCOMING LEARNING & DEVELOPMENT**

- Communicating in Challenging Situations** - Supervisor Virtual Workshop  
Tuesday, January 30, 2024, from 1:00 PM to 2:00 PM  
  
Not all workplace conversations are equal - some are extremely important and charged with emotions. This workshop will help leaders gain knowledge and skills about how to navigate difficult conversations and get solutions while maintaining and building relationships.  
  
[Register Here](#)
- Performance Appraisal Training** - Supervisor Virtual Workshop  
Tuesday, February 27, 2024, from 1:00 PM to 2:00 PM  
  
Writing evaluations can be challenging and HRS is here to help with the process. In addition to reviewing the suggested timeline for P&S appraisals and reviewing the submission form, this workshop will provide tips on how to create an effective appraisal.  
  
[Register Here](#)
- Fundamentals of Supervision** - Supervisor Development Series  
Wednesday, April 3, 2024, from 8:30 AM to 2:30 PM  
  
This introductory training session is the first in the Supervisor Development Series (SDS). This interactive session will focus on the fundamentals of supervision. This training is recommended for those who supervise merit and/or P&S staff but ALL supervisors are encouraged and welcome to attend. While priority registration based on capacity is given to current supervisors, this training may be shared with employees looking to promote into leadership roles. Duration is 5.5 hours with a 10-minute break and a 30-minute lunch. Offered in-person only.  
  
[Register Here](#)
- Leading With Your Best Self** - Supervisor Virtual Workshop  
Thursday, April 25, 2024, from 1:00 PM to 2:00 PM  
  
More information and registration coming soon!
- FMLA and ADA Supervisor Responsibilities**  
  
This training is available on-demand via Blackboard. Please click on the linked course name above to access this session.  
  
This session provides supervisors with high-level information about how to identify a supervisor's role or accommodation request from an employee, and clarifies a supervisor's role in complying with the Family Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA). This training takes approximately 45-minutes and will save your progress if you are unable to finish in one sitting.
- Supervisor Development Series: FLSA/Time-Reporting**  
  
While no sessions are currently being scheduled, we highly encourage you to visit our FLSA resources webpage and review the information at <https://hrs.uni.edu/supervisors/flsa>. Additionally, you may review OBOs time reporting resources at <https://obo.uni.edu/payroll/time-reporting>.

**COMING SOON**

- The Power of Gratitude and Recognition** - Supervisor Development Series

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Cedar Falls, IA 50613

**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.