Human Resource Services
Employee Relations Coordinator
Our Mission
Human Resource Services fosters an environment of integrity and respect. This environment provides a safe haven for employees and supports their development and growth.

Our Vision
All employees will be positively engaged in achieving their greatest potential.

Supervisor Development Series
Perfecting Project Management

- Pull together the right team, and start connecting everyone early.
- Let employees know why the project is happening. What is the objective? Where does it fit into the big picture?

Utilizing project management requires structure. This structure helps identify the specific tasks and responsibilities needed to complete the project.

Your Role

- You can't control everything. Only you have the power to take ownership of your team's success.
- If you're not personally invested, you can't expect your team to be.

Forbes

- In the long run, you must trust your team's ability.
- Keep an eye on the long game and ensure you're setting your team up for success.

Future Focus

- They admit their mistakes, their weaknesses, and their responsibilities.
- These leaders encourage open communication, be it positive or negative.
- It's the team members that will ultimately make the project a success.

Perfecting Project Management

- It's a skill that takes time to develop and even longer to perfect.
- A critical element to project management is ensuring that the information is credible and helpful.

- Projects require precious time, money, and resources. It's important to vetting weeds out projects that end up getting bogged down in the weeds.

- There's a learning curve to project management. The more you practice, the better you get.

- We all manage projects at one time or another. In this course, you'll learn how to manage projects effectively.

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Upcoming Learning & Development

- Supervisors Development Series
  - Supervisor Development Series (SDS). This interactive session will focus on the fundamentals of supervisory skills.
  - April 3 / 8:30am-2:30pm / Gilchrist Hall 009

- Cedar Valley Hospice counselors will provide information on how to support grieving families.
- April 5 / 10am-1pm / Gilchrist Hall 009

- P&S Annual Performance Appraisal - Suggested Timeline

  1. Performance Appraisals
     - Employees add final comments and acknowledge form.
     - Supervisors schedule and hold performance appraisal meeting with employees.
     - Supervisors initiate and draft Annual Performance Appraisal.
     - Supervisors add final acknowledgements submit form.
     - Employees add final comments and acknowledge form.
     - Next-Level Supervisors review and acknowledge form.
     - Next-Level Supervisors add final acknowledgements submit form.

  2. Self-Reflection
     - Employees take time to reflect on their performance.

  3. Next-Steps
     - Employees develop a plan for future performance.

  4. Follow-Up
     - Employees schedule a meeting with their supervisor to discuss their performance.

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