

Special Edition

We interrupt your regularly scheduled newsletters to bring you this list of **SCARY SUPERVISOR HABITS**.

It's so spine-chilling, you may need to keep the lights on for this one.

Until next month!

[HRS Employee Relations](#)

SCARY SUPERVISOR HABIT: UNAVAILABILITY

Have any of your staff started off a conversation with, "Hey, I know you're busy but..." If so, you may have a busyness problem. According to [Leaders Building Leaders](#), this may actually be harming your effectiveness as a leader and the relationships with your staff. While your calendar may be filled with very important meetings, are you prioritizing the things that really matter? Click on the Leaders Building Leaders link above to learn strategies to help you devote your time where it really counts.

**The key is not to prioritize
what's on your schedule but
to schedule your priorities.**

STEPHEN COVEY

EVERYDAY POWER

SCARY SUPERVISOR HABIT: TOXIC POSITIVITY

While this term has been around for some time, it wasn't until the COVID-19 pandemic that it became widely known or discussed. Toxic positivity isn't having a hopeful mindset or seeing the silver lining in tough situations, it's using positivity or positive statements to rid ourselves of negative or uncomfortable feelings. According to [Kendra Cherry](#), failure to acknowledge or validate someone's feelings "...denies people the authentic support they need to cope with what they are facing." Watch the video below or read [Toxic Positivity at Work: Signs and 10 Tips to Manage It](#) by Science of People to learn more.

**SCARY HABIT: BECOMING STAGNANT**

You won't grow by doing the same things you've always done the way you've always done them! What's something new you can try today?

SCARY SUPERVISOR HABIT: FAILING TO LISTEN

"We have but two ears and one mouth so that we can listen twice as much as we speak."

- Epictetus



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

SCARY SUPERVISOR HABIT: PROMOTING GOSSIP

Gossip has been described as one of the top killers of productivity in the workplace. It can damage relationships, team dynamics, and take time away from things that truly matter. [Scholars](#) estimate that approximately 14% of conversations in the workplace can be categorized as gossip, and almost "66% of general conversations between employees" are about other colleagues. Leaders must set the example and refrain from engaging in gossip but must also call it out when they encounter it. In this month's LinkedIn video, **Communication Tips: Redirecting Gossip**, Tatiana Kolovou will give you 5 great tips to stop gossip in its tracks. Click the link below to watch this 3.5-minute video!

LinkedIn Learning



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.

SCARY SUPERVISOR HABIT: AVOIDING CONFLICT

Avoiding conflict, whether its constructive or destructive, can have devastating consequences in the workplace. If you are a natural conflict avoider or if you need to sharpen your skills, read [6 Steps to Conflict Resolution in the Workplace](#) by Fit Small Business' Genevieve Que.

**CONFLICT RESOLUTION
IN THE WORKPLACE**

Acknowledge the Conflict



STEP 1

Gather Information



STEP 2

Identify the Underlying Causes



STEP 3

Follow Up



STEP 6

Implement the Solution



STEP 5

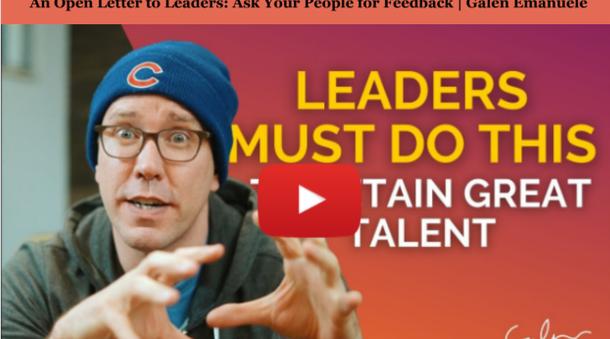
Explore Possible Solutions



STEP 4

SCARY SUPERVISOR HABIT: FAILING TO ASK FOR FEEDBACK

[An Open Letter to Leaders: Ask Your People for Feedback](#) | [Galen Emanuele](#)

**LEARNING & DEVELOPMENT****Supervisor Virtual Workshop**

Behavioral Health: What Leaders Need to Know
Wednesday, November 8, 2023, from 1:00 PM - 2:00 PM

By recognizing and understanding mental health issues and how they impact the workplace, managers can become more effective and compassionate leaders. This workshop will identify common mental health disorders and explore ways to reduce stigma. Offered via Zoom only.

[Register Here](#)

**Supervisor Development Series: 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 on how to identify a potential leave 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://flsa.uni.edu/supervisors/flsa>. Additionally, you may review OBOs time reporting resources at <https://obo.uni.edu/payroll/time-reporting>.

COMING SOON**Supervisor Development Series: Fundamentals of Supervision****Supervisor Development Series: Addressing Performance Deviations****Supervisor Development Series: Managing Conflict Effectively****Supervisor Development Series: The Power of Gratitude and Recognition**

HRS is excited to announce we will be partnering with our Employee Assistance Program to host three virtual workshops for supervisors this upcoming academic year. All sessions will take place via Zoom from 1 p.m. to 2 p.m. Registration for each of these events will be shared one month prior to each session date.

Save the Dates!

January 30, 2024

Communicating in Challenging Situations

April 25, 2024

Leading With Your Best Self



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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.