



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: February 11, 2023
SUBJECT: Training Programs to Supervisors

Dear Colleagues,

This communication is to share information with you about four professional development programs that are available this winter and spring to support **supervisors** as they manage change and performance. Offered by University Human Resources (UHR) and the Center for Leadership and Organizational Change (CLOC), these programs, described below, provide participants with the opportunity to enhance their skills and share strategies and insights with colleagues. The content of the programs is relevant to supervisors at all experience levels.

[Management Essentials](#)

(Four-part series begins on February 23 and repeats beginning April 20)

Offered by UHR, this program will provide practical strategies for how supervisors can foster engagement, communicate effectively, and manage conflict. Workshops in this series include:

- Keys to a High-Trust Workplace
- Opportunity in Conflict
- Embracing Change and Transition
- Communication Essentials

These courses are a part of the Foundations of Supervision Initiatives (FSI) program. All sessions will be held via Zoom. The registration fee is \$25 per course. Click on the link above for information about each course and to register.

[One Month to Successfully Leading Change and Transition](#)

(Four sessions, begins on February 24)

Offered by CLOC, this program includes four, 90-minute learning sessions via Zoom and a follow-up meeting with a CLOC consultant to help participants create their change management strategy. As we embark on several significant change initiatives including Elevate, and SAP Concur, the supervisor's role

in leading their team(s) is especially important. This program will give you what you need to successfully manage change and transition. Topics include:

- Why change can be challenging & why managing change is important
- Helping others thrive through change
- Your critical role
- Managing resistance

All sessions will be held via Zoom. Registration includes all worksheets/materials and the individual follow-up meeting with a CLOC consultant to develop a personal change and transition strategy. Click on the link above to register.

[LinkedIn Guided Learning](#)

Curated by UHR staff, these free LinkedIn learning videos supplement and add depth to the supervisor's skills. The selected videos change each month; February's featured videos focus on managing change. Click the link above and scroll down to "Guided Learning" for information on the videos of the month.

[Performance Review Preparation Mini-conference](#)

(March 2)

Offered by UHR and the USM Training and Development Committee, this free online development opportunity will provide tips and strategies for supervisors and employees to help them effectively participate in the performance review process. Topics include:

- Giving Effective Feedback
- The Impact of Attitude
- Building Trust
- Working Through Mistakes
- Goal Setting for Success
- Receive Criticism and Make it Work for You

All sessions will be held on the HopIn virtual conference platform. Click on the link above for information about each session and to register.

Thank you!

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