PROGRAM OVERVIEW

PROGRAM INTRODUCTION

This is a blended classroom/online module training program for Oregon State University managers, supervisors and lead workers. Core Curriculum consists of pre-work in self-paced online learning modules followed by 16 hours of classroom training. The classroom training builds on prerequisite online learning and Critical Training modules in an applied manner.

ABOUT THE PRE-WORK

Completing the prerequisite online learning and Critical Training modules will help prepare you for the following:

- To ask questions about the material where you need clarification or further explanation
- To participate in small group work to bring what you are learning to a practical level.

View the Prerequisite Training Outline

ABOUT THE CLASS

Subject-matter experts from across campus will present material relevant to OSU supervisors and managers in the class. Topics include the performance management cycle (position descriptions, expectations/standards, engagement, appraisals, and integration), equal employment and affirmative action, ADA, discrimination and misconduct, safety and compensation, and supervising represented employees.

View the August 2020 Classroom Itinerary

HOW TO REGISTER

Core Curriculum for Managers and Supervisors is offered twice every academic term and once in the summer. See upcoming Core Curriculum offerings and register at:

https://hr.oregonstate.edu/workshops-open-registration

ADDITIONAL INFORMATION

Refer to the Frequently Asked Questions regarding the online modules and classroom session at the end of this document. For additional questions, please reach out to hr.training@oregonstate.edu.
Online Learning Modules
Online modules are located at https://hr.oregonstate.edu/elearning

OSU’s Grant Status
- The Significance of OSU’s Land-Sea-Space-Sun Grant Designation
- OSU150: 150th Anniversary of the Morrill Act (video)

Vision, Mission and Values
- Vision and Values: Creating a Culture that Inspires People
- Mission Statement: Why Does Your Unit Exist?

Performance Management
- Performance Management Cycle
- Setting Expectations and Standards: Establish a Path to Success
- Ongoing Communication and Feedback: Supporting Employees to Do Their Best
- Performance Evaluation: Procedures, Oversight, and Systems Used
- Tips for Writing the Performance Evaluation
  - Bring a copy of your position description, or that of an employee, to the classroom session
- Conducting the Performance Evaluation Meeting

Integrating Employees
- Integrating New Employees to the Workplace (handbook: reading assignment)

Employee and Labor Relations
- Employee and Labor Relations (handbook: reading assignment)

Choose an Empowering Attitude and Influence Outcomes
- Attitude Adjustment Scale: Self-Assessment (downloadable Excel file)
- The Relationship Between Belief, Attitude and Behavior
- Inspire Positive Attitude Through Conversation & Engagement

Worker’s Compensation and Incident Reporting
- Worker’s Compensation and Incident Reporting

Health & Safety
- Safety Responsibilities for Managers and Supervisors

Clery Compliance
- Campus Security Authority (video)
OSU Critical Training Program

The modules listed below are included in the Critical Training requirements for employees. As such, you may have already completed these modules as part of that campus effort. If so, you may disregard this requirement or you may retake them if you would like to. Critical Training modules are located at: https://training.oregonstate.edu/

Critical Training Program

☐ Ethics Program
☐ Equal Opportunity & Access Training Program
☐ FMLA, OFLA, and Protected Leave Program
University Human Resources

CORE CURRICULUM FOR MANAGERS AND SUPERVISORS

PROGRAM OVERVIEW

CLASSROOM ITINERARY: 16 HOURS

Note: the flow and format of this itinerary is subject to change

1. Welcome, Introduction and Overview of Core (Paul Biwan, Center for Learning & Organizational Development, University Human Resources)
2. Vision/Mission/Values (Paul Biwan)
3. Position Descriptions (PDs) (Classification and Compensation, University Human Resources)
4. Expectations/Standards (Paul Biwan)
5. Engagement: What an employee needs from you to be engaged (Paul Biwan)
6. On-going Communication to support engagement/Feedback (Paul Biwan)
7. Performance Appraisals (Paul Biwan)
8. Integrating New Employees (Paul Biwan)
9. EE/AA (Equal Opportunity and Access)
10. ADA – Americans with Disability Act (Equal Opportunity and Access)
11. Sexual Harassment (Equal Opportunity and Access)
12. Clery Act Reporting Requirements (Clery Act Compliance)
13. Safety & Workers' Compensation (Environmental Health and Safety; Enterprise Risk Services)
14. Supervising Represented Employees (Employee & Labor Relations, University Human Resources)
REGARDING THE ONLINE MODULES:

I have already taken some of the online modules distributed to employees as a Critical Training requirement. Do I need to retake these modules?

No. It is noted on Page 3 which trainings are part of the Critical Training requirements. You may, however, retake them if you would like to.

Is there a way for me to print the online training material?

Yes, the modules that are not part of the Critical Training platform are in PowerPoint format and can be downloaded and printed.

What if I do not fully complete the online modules, or do them at all?

We will not know; there is not a system to track completions. We will trust that enrollees have completed them.

I found broken links and/or outdated information in the online training.

We do attempt to keep all information updated in the online modules! If you find a broken link or outdated information, please contact hr.training@oregonstate.edu.

May I share the online modules with my staff?

Absolutely! The online programs may be helpful to others in your office, and are accessible from the link above – these are available to anyone at any time.

REGARDING THE CLASSROOM SESSION:

Is it okay to leave for part of the classroom session? Can I make it up later?

The best learning experience for you is to participate in all sessions. However, if something comes up and you need to be absent, you can join a future group on the topic(s) you missed. We will not track this or keep waiting lists; it will be up to you to contact us with your request when you see the next announcement.

Note: Be aware that the agenda is subject to change from program to program, and you may experience a repeat of the sessions or miss those that you did not attend. The flow and format of the program changes periodically.

Is the classroom session available through WebEx?

Currently, the classroom sessions are only available in real-time. If you are offline or work a schedule that does not align with the classroom offerings, we suggest you review the online materials from the link above to learn about the basic processes and resources for managers and supervisors.