New Supervisor Orientation & Development Programs

New Supervisor Orientation

This program is a combination of Cornell-specific information on HR policies/procedures, compliance requirements, and the skills needed to carry out supervisory responsibilities. The curriculum is structured around the process of employment, including recruitment, orientation, coaching, staff development, performance dialogue, and discipline. Register at CULearn

Topics covered include:

- Impact of laws on supervision
- Responsibilities required of a supervisor at Cornell
- Preparing for collaborative and effective performance dialogues
- Strategies for correcting discipline problems
- Awareness of Cornell human resource policies
- Two online courses are required for a certificate. Class time is allotted for them.

Sessions are held once a week for seven weeks. This program is a combination of Cornell-specific information on HR policies/procedures, compliance requirements and the skills needed to successfully perform supervisory duties.

For additional information about the programs offered, please contact Jim Sheridan at 254-1360 or Deb Billups at 254-1176.

Supervisor Development

The Supervisor Development Certificate Program (SDCP) is a four day workshop in addition with focused online learning. Register at CuLearn

Topics covered:

- Day 1: Setting expectations
- Day 2: HR Law and Compliance
- Day 3: Cornell University policy: In-Unit Context
- Day 4: Performance Management and Conflict

Program goals:

- Provide a consistent set of expectations for supervisors across Cornell University to help ensure that supervisors will be successful in their jobs.
- Ensure that supervisors understand human resource law (workplace, harassment, sexual harassment, American with Disabilities Act, Family and Medical Leave Act, Age Discrimination in Employment Act, etc.) and how to proceed in cases where laws may have been violated.
- Ensure that supervisors understand performance management (setting expectations, providing feedback, and

managing conflict associated with providing feedback).

- Integrate Skills for Success into the expectations for all supervisors. Help them understand how to think of the skills as they inform the pay system, performance management, professional development, and lastly, their own role modeling and career development.
- Create the expectation that supervisors will use the knowledge gained during the workshop to successfully and consistently perform their roles.

We look forward to your participation in this program.

For additional information about the programs offered, please contact Jim Sheridan