Pittsburg State University
Basic Supervisory Training Program
2012-2013 Schedule
Revised 11.27.12

Annual Foundation Courses for First Level Supervisors,
Management Level Supervisors and Leadership Positions
332a Hartman Hall

Tuesday, July 10, 2012
8:30 a.m. – Introduction – Why are we here? - Steve Scott
   with slide presentation by Randy Roberts
   a. PSU Mission & Vision
   b. Mission & Vision of your Department
   c. Organizational Structure
   d. Strategic Planning

10:30 a.m. - Policies and Procedures – Jamie Brooksher & Michele Sexton
   a. Civil Service Regulations
   b. Board of Regents
   c. State Statutes
   d. University Policies
   e. Historical & Traditional Unwritten Policies

Wednesday, July 11, 2012
8:30 a.m. - Budget – Michele Sexton & Lauren Werner
   a. Budget Process and Allocation of Funds
   b. What Funds Can Be Used for What Purpose
   c. College Work Study Funding

10:30 a.m. - Recruitment and Appointment Processes – Michele Sexton
   a. Unclassified - EEO (Cindy Johnson)
   b. Classified – HRS (Kayla Devereaux)
   c. Graduate Assistants – CGS (Jamie Vanderbeck)
   d. Students - CAR (David Hogard)

Thursday, July 12, 2012
8:30 a.m. - Physical Plant – Tom Amershek & Wanda Endicott
   a. Work Orders – How to Get Things Fixed For Office/Building
   b. Office and Building Access (Keys)
   c. Special Events Assistance

10:00 a.m. - Information Services – Angela Neria
   a. Corporate Time
   b. Gorilla Geeks
c. Phones

Core Courses
September through February
332a Hartman Hall

September 6, 2012 –
8:30 a.m. - Workplace Violence and Crisis Management Plan – Steve Erwin
10:30 a.m. - PSU Image & Branding & Fundraising – Brad Hodson

October 4, 2012 –
9:00 a.m. Management/Leadership Basics – Brad Hodson
   a. Leadership Styles
   b. Communication
   c. Motivation
   d. Time Management

November 8, 2012 –
8:30 a.m. - Dealing With Employees
   a. Having Difficult Conversations – Steve Mayhew
   b. Lifeline EAP and Fit for Duty – Michele Sexton

December 6, 2012 – 121 Kelce
8:30 a.m. - FLSA and Types of Leave - HRS (Kayla & Debbie)
   a. Vacation
   b. Sick
   c. FMLA
   d. Workers Compensation
10:00 a.m. Performance Review Systems - HRS (Debbie, Kayla, Michele)
   a. Faculty (Dr. Olson)
   b. Unclassified Support Staff
   c. Classified

January 17, 2013 –
8:30 a.m. - Discipline & Documentation - HRS (Michele)
   a. Attendance Policy

February 7, 2013 –
8:30 a.m. ADA Accommodations & Harassment and Discrimination Policies - Cindy Johnson