

2018 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

# Leadership Essentials

April 5, 2018

1:45 p.m.

**UIC** UNIVERSITY OF ILLINOIS  
AT CHICAGO

**UIC**

Lincoln Hall

707 South Morgan Street

**Conference Sponsors:** The Office of the Chancellor, Budget & Financial Administration / Human Resources, the Office of the Provost and Vice Chancellor for Academic Affairs, the Office of the Vice Chancellor for Research, and the Office of Business and Financial Services

# Workshop Presenter

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# Please ...

- Turn off cell phones.
- Avoid side conversations.
- Questions are welcome at any time.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

# Objectives

- Learn about leadership and management
- Learn about the resources and programs that support supervisor performance
- Learn about Leadership Essentials workshop

# Activity and Discussion

Sort out manager vs leader competencies

Discuss importance of both

# Resources and Programs

- UIC Human Resources website
- SkillSoft online learning
- Training Calendar

# Leadership Essentials Workshop

- Designed to provide supervisors with skills and knowledge required to transition from individual contributor to leader at UIC
- 2-day workshop addresses relevant UIC policies and procedures and general managerial responsibilities and techniques to effectively lead a team.

# Learning about Human Resource Policy and Procedure

- Fair Labor Standards
- Family Medical Leave
- Disability
- Shared Leave
- Employee Performance Program



# Learn about Human Resource Policy and Procedure

- Fitness for Duty
- Discipline Related to Civil Service Employees
- Office for Access and Equity Overview
- Managing Civil Service Positions
- Academic Professional Appointments

# Competency Development

- Leadership and Management
- Feedback and Development Conversations
- Managing for Accountability
- Meeting Facilitation
- Work Styles (including a DiSC Assessment)
- Interpersonal Communication

# Questions / Concerns?

“Management is about doing the right things,  
leadership is about doing things right.”

Peter Drucker, management consultant,  
educator, author