Leadership Essentials

April 5, 2018
1:45 p.m.

UNIVERSITY OF ILLINOIS
AT CHICAGO

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