



## IPFW Human Resources - Training & Development

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### **Supervise for Success**

*"If your actions inspire others to dream more, learn more,  
do more and become more, you are a leader."*

*John Quincy Adams*

Human Resources offers employees the opportunity to optimize their personal and professional achievement through the Supervise for Success training program. The program consists of ten\* learning units and is designed to equip employees with tools, techniques and information essential to successful performance. Upon completion\*, participants receive a certificate acknowledging their accomplishment.

A collaborative effort between Human Resources and other campus resources, learning units include:

- **Foundations for Success: Core Behaviors and Competencies:** Learn what core behaviors and competencies lead to employee success, and gain insight into fundamental employment laws.
- **Key University Policies & Employment Laws:** Understand how the decisions you make impact key employment laws and university policies. *(Consists of two learning units.)*
- **Myers-Briggs: Building Collaborative Relationships:** Discover how each persons' uniqueness contributes to the workplace. *(Participants will complete on-line Myers-Briggs Type Indicator.)*
- **Hiring Talented Individuals:** Learn more about the recruitment process and gain important skills for selecting employees.
- **Managing Conflict:** Learn more about your style of handling conflict and discover other styles that will increase your effectiveness.
- **Communication Skills for Supervisors:** Discover how to become a more effective communicator, listener, and how to give effective feedback.
- **Managing Performance:** Gain an understanding of the performance management process, your role in the process, and techniques for conducting an effective performance discussion.
- **Strategic Leadership: Identifying Your Leadership Strategy:** Discover various leadership strategies and understand how your behavior impacts the performance of your team.
- **Managing Diversity:** Gain an understanding of the value of diversity and the positive aspects of diverse cultures, behaviors, viewpoints, and experiences.

Contact Dimples Smith, [smid@ipfw.edu](mailto:smid@ipfw.edu) or 481-6681 for additional information on the program.

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\*Participants must complete a minimum of 80% of the units to receive the SFS certificate.