**For Our Supervisors/Managers**

**HR Pages for Staff**

[HR for Org Staff](https://www.provost.uiowa.edu/hr-staff)

[Hiring Students/Temps](https://www.provost.uiowa.edu/hiring-studentstemps)

[Hiring Staff](https://www.provost.uiowa.edu/hiring-staff)

[Job Opportunities](https://www.provost.uiowa.edu/active-job-opportunities-org-02-or-35)

[Career Development](https://www.provost.uiowa.edu/staff-career-development)

[For Supervisors/Managers](https://www.provost.uiowa.edu/our-supervisors/managers)

[Rewards and Recognition](https://www.provost.uiowa.edu/rewards-and-recognition)

[Leave Management](https://www.provost.uiowa.edu/leave-management-staff)

**It's the Manager!**

**Managers influence at least 70% of employee engagement.**

**"On the whole, employees say that the quality of their manager is more important than their compensation." "The expectation is for the manager to be more of a coach than a boss." -**[**Gallup**](https://www.gallup.com/workplace/272171/why-manager-development-top-goal-leaders-year.aspx)

**Our HR team is committed to supporting our supervisors and managers in their personal and professional development. Each month we will share themes, tips and resources to use on your path to being the best manager, supervisor, influencer and employee coach you can be.**

**FEBRUARY 2021 - MOTIVATION IN THE NEW YEAR**

We're coming up on one year since most staff moved to primarily remote work and our lives were forever changed by the disruption of the pandemic.  We've seen many great stories of resilience and innovation, and on the flip side, experienced many hours, days, weeks or more of virtual meeting and uncertainty  fatigue.  On top of all this, the change to a mostly virtual world of work and personal lives has resulted in feelings of loneliness and isolation.

**If you're having trouble with or need some refreshers on ways to keep staff motivated in these unique and disquieting times, consider these four ways to motivate in the first six months of 2021.**

**Give a High Five!**

**Let the High Fives continue! Thank you to the over 60 people who submitted notes of appreciate to their staff and teams.**All recipients received a special certificate with your note of thanks and those who have given permission to share theirs are in the [file here](https://www.provost.uiowa.edu/sites/provost.uiowa.edu/files/wysiwyg_uploads/Give%20a%20High%20Five%2002082020.xlsx).

This was such a well received feature that we've decided to continue to option to ***submit High Fives monthly and open it to all supervisors and staff!***

[Email us](mailto:prov-uc-hr@uiowa.edu) or fill out [**this short form**](https://forms.office.com/Pages/ResponsePage.aspx?id=lUXEG7qaw0-47HuUpVhv3MoaYF3ZQY1IiWLlxDzjiCdUOVVMSkpTT1U4VjhJWVU3SUlTR0FRUkszVS4u) to "High Five" a peer, colleague, supervisor, direct report, leader or other UI staff, for the positive impact they make in your life or dept.  Big or small, we'll share your note of thanks and recognition monthly and keep a running list so we can look back at the end of this year.

**Check out some highlights from the High Five's received thus far on our**[**Rewards and Recognition**](https://www.provost.uiowa.edu/rewards-and-recognition)**page.**

1. **HAVE AN HONEST, ONE-ON-ONE CONVERSATION**. Performance evals aren't that far behind us but now is a good time to have a mental health conversation.  Ask open-ended questions and encourage sharing by voicing your own situation. "The manager's role, whether staff is working at home or in the office, is to create conditions where team members can be their best selves." - Anne Shoemaker, women's executive coach and strategist.
2. **ENCOURAGE EMPLOYEES TO THINK STRATEGICALLY**. Give them time, or permission to take time, to think, such as allowing them to decline a few meetings (when they're back-to-back) to allow reflection. Encourage use of a journal for ideas and build in time in meetings to share out.
3. **CREATE EASY WINS**. Consider setting and focusing on shorter-term goals and redefining what it means to "have a good month".
4. **BE GENTLE WITH FEEDBACK**. "..be selective and intentional with feedback." - Nancy Halpern, founder of Political IQ. "Focus on trends and patterns versus one incident." And suggest ways to help them succeed.

**Consider using**[**[Clifton] Strengths**](https://www.gallup.com/cliftonstrengths/en/252137/home.aspx)**to manage loneliness. We all possess inborn neurology which comes with needs for connection that are unique to each of us. Managers can help build relationships and belonging. Loneliness is a business problem with a human solution.**

*(Reach out to your*[*local Clifton Strengths Coach*](mailto:emily-kleinmeyer@uiowa.edu?subject=Strengths-based%20Supervising)*for consult. ;-)  See feature article below for more details.)*

"Loneliness, worry and disengagement are bad for people and bad for business. But people and companies thrive when coworkers get to know each other as individuals and achieve success together as trusted partners." - BRIAN J. BRIM, ED.D., AND DANA WILLIAMS, Gallup.com

**FEATURE ARTICLES:**PDF icon[How to Motivate Fatigued and Stressed Employees in the New Year](https://www.provost.uiowa.edu/sites/provost.uiowa.edu/files/wysiwyg_uploads/How%20to%20Motivate%20Fatigued%20and%20Stressed%20Employees%20in%20the%20New%20Year.pdf)**;**PDF icon[Defeating Employee Loneliness & Disengagement with Clifton Strengths](https://www.provost.uiowa.edu/sites/provost.uiowa.edu/files/wysiwyg_uploads/Defeating%20Employee%20Loneliness%20%26%20Disengagement%20With%20CliftonStrengths%20Gallup.pdf)

**REMOTE WORK: TIPS for SUPERVISING**

**As you continue to work fully remote or hybrid below are some tips and help for supervisors and depts. These considerations are to guide you as you determine the *people* and *positions*that are suited for remote work and how to refresh and update your supervision and group work structures.  There is content for professional and student staff as well as the link to the flexible work agreement form, for those who are requesting ongoing schedule, work or location agreements (not necessary for those continuing remote who have not been requested back to work site yet).**

**The new ICON course: Leading Remote/Hybrid Teams (#WCVD02) training required for current supervisors has some excellent tips, resources, advice and requirements.**

**\*For Enhanced/Promoting Employee Engagement - Try the platform**[**15Five**](https://www.15five.com/)**.**

* The HR team has tested it out and found that the free version offers a user-friendly weekly check-in that asks key questions for keeping staff engaged and motivated, shares that with their supervisor, and promotes further engagement with features like teams, survey options and virtual "high fives" to recognize teammates.  (Emily has an account and can add you easily - reach out to learn more!
* LinkedIn Learning courses: [Managing Virtual Teams](https://www.linkedin.com/learning/managing-virtual-teams-2019/managing-people-at-a-distance?u=42459020), [Leading at a Distance](https://www.linkedin.com/learning/leading-at-a-distance/remote-workers-are-the-future-of-business?u=42459020), Learning Path for [Remote Working: Setting Yourself and Your Team up for Success](https://www.linkedin.com/learning/paths/remote-working-setting-yourself-and-your-teams-up-for-success?u=42459020).

PDF icon[Remote Work Considerations and Tips.pdf](https://www.provost.uiowa.edu/sites/provost.uiowa.edu/files/wysiwyg_uploads/Remote%20Work%20Considerations%20and%20Tips.pdf)

PDF icon[Tips for Supervising Students Remotely .pdf](https://www.provost.uiowa.edu/sites/provost.uiowa.edu/files/wysiwyg_uploads/Tips%20for%20Supervising%20Students%20Remotely%20.pdf)

[Flexible Work Agreement form](https://hr.uiowa.edu/well-being/family-services/flexible-work-arrangements/flexible-work-arrangements-forms) - employees should fill this out if they are remaining remote when they could/are asked to return to campus or will havd an ongoing flexible arrangement (i.e. hours, duties, locatoion) outside of what the pandemic is currently dictating for depts.

[nderstanding and Managing Remote Workers](https://www.gallup.com/workplace/316313/understanding-and-managing-remote-workers.aspx?utm_source=linkedin&utm_medium=o_social&utm_term=&utm_content=&utm_campaign=WFH_pillar) - GALLUP RESOURCES

File[Referenced Resources](https://www.provost.uiowa.edu/sites/provost.uiowa.edu/files/wysiwyg_uploads/Supv%20ICON%20Training%20-%20Referenced%20Resources.docx) from ICON Supervisor Training

PDF icon[Resolving Coworker Conflict of Coping with COVID](https://www.provost.uiowa.edu/sites/provost.uiowa.edu/files/wysiwyg_uploads/How%20to%20Resolve%20Co-Worker%20Conflicts%20over%20Coping%20with%20COVID-19.pdf)

**UI Resources and Programs**

Leadership Development is an ongoing effort at the University of Iowa and in our Orgs.  The UI Organizational Effectiveness and Learning and Development teams are hard at work creating, updating and enhancing many training and development opportunities for leaders at all levels and supervisors, current and prospective.  Check out the links below.

[Leadership Development](https://hr.uiowa.edu/development/leadership-development)

* [Program review and comparison](https://hr.uiowa.edu/development/leadership-development/select-program)
* [Resources](https://hr.uiowa.edu/development/leadership-development/leadership-development-resources)
* [Elevate](https://hr.uiowa.edu/development/leadership-development/elevate) - In partnership with Corridor Women Connect, an external opportunity

[Leadership Competency Framework](https://hr.uiowa.edu/development/leadership-development/leadership-competency-framework)

[Supervisor Training@Iowa](https://hr.uiowa.edu/administrative-services/supervisor-trainingiowa)

[Supervisor Toolbox](https://hr.uiowa.edu/development/supervisors-toolbox)

[Supervisor Guide to Onboarding](https://hr.uiowa.edu/careers/onboarding/onboarding-info-supervisors/supervisor-guide-onboarding)

**Your Org 02/35 HR Team**

Many of you are familiar with [Clifton Strengths](https://www.gallup.com/cliftonstrengths/en/252137/home.aspx) and the philosophy of positive psychology.  In May 2019, Gallup launched the new book [**IT'S THE MANAGER**](https://shop.gallup.com/books/its-the-manager.html)by Jim Clifton and Jim Harter, packed with 52 discoveries from Gallup's largest study on the future of work.  Your HR team is hard at work tailoring a workshop for supervisors to walk through and learn to apply the strengths-based philosophy to your regular supervisory and coaching strategies.  Feel free to reach out with thoughts or preferences on what this might look like and we'll be in touch when we've got a draft/plan to share!

**External Development/Training Opportunities**

* [**Individual and Team Performance (ITP) Metrics**](http://itpmetrics.com/) Lab - *Free*team assessments to help you learn about each other and improve or enhance your teamwork!  Area to assess include leadership, peer feedback, team dynamics, conflict style, and personality.  These activities and following discussion can be a great teambuilder.
* **\**New***[**People Manager Qualification Program**](https://www.shrm.org/pmq) from SHRM.org.  Designed to help supervisors develop skills for successfully managing teams, Elle - a virtual character in the program, will help you through an interactive, gamified and edutainment focused virtual learning experience to build solid people and team leadership skills.
* Tune into the recent Gallup webcast on [**Building Resilience: How Managers Lead Post-Crisis Performance**](https://event.on24.com/wcc/r/2407086/DFFFC27CAFC7284D3F78EF524DA74413?mode=login&email=emily-kleinmeyer@uiowa.edu), focused on employee engagement.

PDF icon[Boss to Coach](https://www.provost.uiowa.edu/sites/provost.uiowa.edu/files/wysiwyg_uploads/Gallup%20bosstocoachvirtualcourseflyer.pdf) One - Virtual Training from Gallup to *accelerate performance* through conversations and coaching.

* Check out[**Reality-Based Leadership**](https://www.realitybasedleadership.com/)**,** a philosophy developed by Cy Wakeman, self-proclaimed drama researcher and renowned speaker.Her research has shown that the average employee spends nearly 2.5 hours per day in drama and she made it her mission to support today's leadership on a mission to reduce drama and increase employee accountability.  These changes, in turn, increase productivity, employee engagement and satisfaction.

            For Leaders: [**Lead in Uncertainty and Crisis**](https://www.realitybasedleadership.com/leader-and-team-virtual-sessions/?inf_contact_key=ebf9042d72fdb3d74856e383f4cb16fcf651f238aa2edbb9c8b7cff03e0b16a0)**.**A new 2 hour webinar for leaders.

**Featured Articles**: [Why Managers Need Leadership Development](https://www.gallup.com/workplace/328460/why-managers-need-leadership-development.aspx)

**Resources**

[Gallup.com/workplace](http://gallup.com/workplace)

[Shrm.org/ResourcesAndTools/hr-topics](http://shrm.org/resourcesandtools/hr-topics)

[Cupahr.org/magazine/](http://cupahr.org/magazine/)

[Realitybasedleadership.com/category/leadership/](http://realitybasedleadership.com/category/leadership/)

[Follow Emily on LinkedIn!](https://www.linkedin.com/in/emilykleinmeyer/detail/recent-activity/)

[January HR page archive](https://www.provost.uiowa.edu/sites/provost.uiowa.edu/files/wysiwyg_uploads/Supv-Mgr%20page%20archive%20Dec%202020.docx)