



Office of the Executive Vice President and Provost

[About](#) ▾
 [For Students](#) ▾
 [Faculty](#) ▾
 [HR Administration](#) ▾
 [Policies & Procedures](#) ▾
 [Data and Reports](#) ▾

View
 Edit
 Layout
 Revisions

Usage
 Replicate
 Delete

[Home](#) / [HR Administration](#) / [Staff HR](#) / [For Our Supervisors/Managers](#)

For Our Supervisors/Managers

It's the Manager!

Our HR team is committed to supporting our supervisors and managers in their personal and professional development. We know the value a great leader brings to the institution and those they lead. 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.

70%

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." - Gallup

GIVE A HIGH FIVE!

Email us or fill out this short form to "High Five" a peer, colleague, supervisor, direct report, leader or other UI staff, for the positive impact they make in your life or department. 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.

HIGH FIVE SUBMISSION FORM


⋮

All recipients receive a special certificate with the submission info and note of thanks.

High Fives monthly and are an option for all org 02 & 35 supervisors and staff!

Check out some highlights from the High Five's received thus far on our [Rewards and Recognition](#) page.

FEBRUARY 2022 - LEADING WITH PURPOSE



"The old saying of "people join companies and leave managers" has never been more profound than it is today. Not training managers to lead their people effectively is costing your company time and money. **Every. Single. Day.**" - Valery Grubb, Author, *Management Consultant and Leader*

Purpose can take infinite forms. We all have different motivators, often multiple, just as we all have different and multiple talents and strengths. And whatever our purposes are, each is as important as the next. This small fact alone, that individualization is at the root of purpose, will increase leadership success exponentially.


"Fulfilled purpose leads to happiness and engagement, which in turn can translate not only to excellent performance but also to enduring loyalty. A purpose-driven workplace is one that enables employees to pursue activities and goals that are significant to them and provide them with meaning."

In this ever changing talent management climate, we're not just focused on recruiting but on keeping our valued employees. Helping your team find *and work* in a state of purpose will increase their likelihood of staying when other options are presented.



⋮

This recognition and focus on purpose also brings into play the impact of *servant leadership*.



"The goal of many leaders is to get people to think more highly of the leader. The goal of a great leader is to help people to think more highly of themselves."

—*J. Carla Nortcutt*

⋮

The recent Great Resignation has also been dubbed The Great Self-Evaluation. "Employees want to be part of high performing teams with healthy cultures." Matt Hoffman, head of talent at M13. In an article from SHRM about this topic there are six (6) tips shared for how to retain valued and talented employees. We've noted most of them before on this page and in many conversations and trainings I've had with supervisors. Number two (2) and number six (6) both speak directly to the need for purpose and servant leadership.

#2 - Listen to Employees

#6 - Provide Inspiration



Read more about Tapping Into Purpose [here](#) or [download the article](#).

Read more about How to Retain Employees [here](#) or [download the article](#).

Read more about Servant Leadership [here](#) or [download the article](#).

7 Ways to Reduce Friction Between Remote and Onsite Employees

1. Identify the Cause of the Friction
2. Be Transparent
3. Define What Flexibility Means
4. Rethink What Roles Can Be Performed Remotely
5. Address Distance Bias

6. Build Trust

Read more about friction [here](#), or [download the article](#).

(Recently archived Supervisor/Manager HR pages: [Jan '22](#), [Dec '21](#), [Nov '21](#), [Oct '21](#), [Sept '21](#), [Aug '21](#), [July '21](#), [June, '21](#), [May '21](#), [April '21](#), [March '21](#), [Feb '21](#), [Jan '21](#). Email emily-kleinmeyer@uiowa.edu for older page archives.)

How to Be a Better Human series

CLICK HERE TO CHECK OUT THE ARTICLE SERIES →



WORKING, LEARNING AND LEADING REMOTELY

Resources for employees, supervisors and leaders to effectively and efficiently work with hybrid and remote teams.

REMOTE WORK RESOURCES

HYBRID/REMOTE WORK: TIPS for SUPERVISING

As we move to more hybrid work schedules (partially remote) 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 remote schedule, work or location agreements.

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

*CHECK OUT THE updated UI resource page: [Working, Learning and Leading Remotely](#).

***For Enhanced/Promoting Employee Engagement - Try the platform [15Five](#).**

- 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](#), [Leading at a Distance](#), Learning Path for [Remote Working: Setting Yourself and](#)

[Your Team up for Success.](#)

[Remote Work Considerations and Tips.pdf](#)

[Tips for Supervising Students Remotely .pdf](#)

[Flexible Work Agreement form](#) - employees should fill this out if they are remaining remote when they could/are asked to return to campus or will have an ongoing flexible arrangement (*i.e.* hours, duties, location) outside of what the pandemic is currently dictating for depts.

[Understanding and Managing Remote Workers](#) - GALLUP RESOURCES

[Referenced Resources](#) from ICON Supervisor Training

[Resolving Coworker Conflict of Coping with COVID](#)

⋮

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](#)

- [Program review and comparison](#)
- [Resources](#)
- [Elevate](#) - In partnership with Corridor Women Connect, an external opportunity

[Leadership Competency Framework](#)

[Supervisor Training@Iowa](#)

[Supervisor Toolbox](#)

[Supervisor Guide to Onboarding](#)

Your Org HR Team

Many of you are familiar with [Clifton Strengths](#) and the philosophy of positive psychology. In May 2019, Gallup launched the new book [IT'S THE MANAGER](#) 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](#) 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.
- [People Manager Qualification Program](#) 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](#), focused on employee engagement.

- **[Boss to Coach](#)** One - Virtual Training from Gallup to *accelerate performance* through conversations and coaching.
- Check out **[Reality-Based Leadership](#)**, 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](#)**. A new 2 hour webinar for leaders.

Featured Articles: [Why Managers Need Leadership Development](#)

⋮

Frequent Resources for Page Content

[Gallup.com/workplace](https://www.gallup.com/workplace)

[Shrm.org/ResourcesAndTools/hr-topics](https://www.shrm.org/ResourcesAndTools/hr-topics)

[Cupahr.org/magazine/](https://www.cupahr.org/magazine/)

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

[Follow Emily on LinkedIn!](#)

IOWA

Office of the Executive Vice President and Provost

Iowa City, Iowa 52242

 **319-335-3565**



© 2022 The University of Iowa

[Privacy Notice](#) | [Nondiscrimination Statement](#) | [Accessibility](#) | [UI Indigenous Land Acknowledgement](#)

