

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 themed content, tips and resources to use on your path to being the best manager, supervisor, influencer, employee coach, and leader 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.

Leaders Must Translate!

(NOVEMBER 2022)

Set micro-boundaries through your choice of language and response.

From the drama researcher, NY Times Bestselling author, leadership consultant, and influential speaker, [Cy Wakeman](#),

"It's time to modernize leadership in a way that favors evolution, growth, and readiness to move forward skillfully in a messy world."

Cy does a fabulous work coaching leaders through reality-based conversations and situations to provide a no-nonsense approach to employee development and performance. She encourages drama-free workplaces through using neutral language

and energy conservation to focus on the value add that you and your employees bring to work.

Here is a [short video](#) of Cy sharing her quick tips and examples for how you can change the way you receive information, respond to that information and then subtly set micro-boundaries for how your staff can effectively and respectfully interact at work in a way that reduces unnecessary drama.



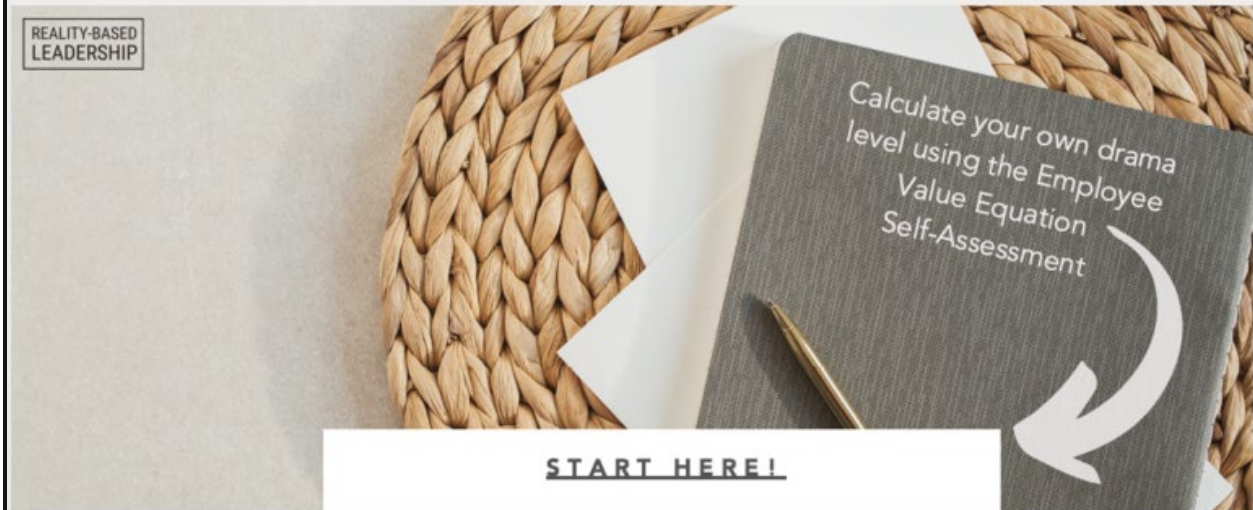
Building on this, Alex Dorr of [Reality Based Leadership](#) with Cy Wakeman recently shared a tool for coaching beyond drama.

"Unfortunately, humans are complex and situations at work aren't always that straightforward. In this messiness, leadership approaches simply do not follow the predictability of a math formula.

However, when it comes to human behavior and drama at work, it is closer to a math formula than you think. Human beings are super predictable and certain patterns become so clear once you are aware of them."

The Beginners Guide

To identify the sources of workplace drama
and coach your teams beyond them



"A quick reference guide to make leadership easier for you with our content and tools.

This resource isn't a silver bullet for all situations and discernment will be crucial on your part in using this template. But it is the simplest way I have to get you started leading in a more modern way.

Here's how to use it:

- 1) [Download the template here](#)
- 2) Search the grid for the behavior you're experiencing that seems like drama
- 3) Watch one of the toolkit tutorials and facilitate the tool
- 4) Share one of the podcast or video resource lessons with those struggling

So **IF** you ever have drama at work, **THEN** this template is [one] way forward.

Well, there you have it. Leadership just got a bit easier."

Read on [How to Develop Inclusive Managers](#) or [download](#) for later viewing.

Sign up for the [Reality Based Leadership Newsletter](#) for more tips and resources!
Remote? Onsite? Hybrid?

Two years after the start of the pandemic, more employees prefer to work hybrid than remote, research shows. [Read more here!](#)

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: [Sept '22](#), [July '22](#), [June '22](#), [May '22](#), [April '22](#), [Mar '22](#), [Feb '22](#), [Jan '22](#), [Dec '21](#), [Nov '21](#), [Oct '21](#), [Sept '21](#), [Aug '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/

Realitybasedleadership.com/category/leadership/

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