

LEARNING RESOURCES FOR NEW SUPERVISORS



Mizzou UMKC MISSOURI S&T UMSL
— University of Missouri System —

UM System Office of Human Resources
Learning and Organizational Development

Development Resources for New Supervisors

Explore Percipio



Communication, Professionalism, and Foundations of Supervision Learning Track; includes:

- Recorded UM System Presentation: [Communication, Professionalism, and Foundations of Supervision](#) (30m)
- [Facing Challenges as a First-time Manager](#) (course | 16m 16s)
- [The Reality of Being a First-time Manager](#) (course | 20m 55s)

Skill Benchmarks

Explore **Skill Benchmarks** and identify where you stand in a variety of key supervisory competencies. Get a clear understanding of your current strengths while pinpointing areas for growth, then follow a customized learning path that builds on what you already know and targets the skills you need to develop.

Benchmark Assessments for **Leadership Essentials**:

- [Core Leadership Skills for Result-Driven Success](#) (30m | 23 questions)
- [Goal Setting](#) (5m | 4 questions)
- [Goal Setting and Time Management](#) (12 m | 12 questions)
- [Leading Change](#) (7m | 7 questions)

Benchmark Assessments for **Management Essentials**:

- Coaching (5m | 5 questions)
- Empowering Others (9m | 9 questions)
- Giving & Receiving Feedback (5m | 5 questions)
- Motivating Others (6m | 5 questions)

Benchmark Assessments for **Team Management**:

- Delegating to Others (10m | 6 questions)
- Delegation (6m | 6 questions)
- Developing Others (13m | 12 questions)
- Leading & Managing Teams (11m | 12 questions)
- Managing Conflict (8m | 7 questions)



CAISY AI Simulator

Practice engaging in conversations as a supervisor with **CAISY AI Simulator** and get prepared for a variety of real-world leadership scenarios. Receive feedback on your approach and suggestions for growing your effectiveness.

- First Time People Manager Simulations – Empowering new managers to lead their teams successfully through interactive sessions and practical exercises. Learn fundamental skills like communication, delegation, conflict resolution, motivation, and leadership.
- Leadership Simulations – Develop skills in crafting vision, strategic thinking, communication, team building and decision-making to inspire teams to achieve results.

Skillsoft Leadercamps: Replays and On-Demand Learning

Get access to on-demand leadership training resources presented by a wide-range of subject matter experts. Sessions available include but are not limited to:

- [People Centric Leadership](#) (course | 55m 37s)
- [Adapting to Change with Ease](#) (course | 53m 27s)
- [What Will Be Your Leadership Legacy?](#) (course | 56m 51s)
- [Becoming the Resilient Leader](#) (course | 56m 37s)
- [Essentialism at Work](#) (course | 58m 15s)
- [Managing Up](#) (course | 57m 53s)
- [Strategies for Navigating Difficult Conversations](#) (course | 55m 53s)
- [Unlocking Your Leadership Potential](#) (course | 55m 13s)

Additional Resources Available in Percipio

Percipio offers a wide variety of resources that are free to access for all University of Missouri staff members. Popular resources include:

- [Percipio's Bookshelf](#) – Easy on-demand access to books, book summaries, audio books, and audio summaries
- [Aspire Journeys](#) – Skill- and/or discipline-specific learning programs that challenge learners to expand their expertise in focused areas

Additional Resources for New Supervisors

UM System Human Resources Weblinks

HR Policy Foundations for Supervisors

As delegated authority figures, supervisors are responsible for reviewing and complying with policies and procedures set forth by the Office of Human Resources. While it is advised that supervisors make time to review the [UM System Human Resources Manual](#) in its entirety, the following policies have been identified as having essential information for immediate new supervisor success.

Employee Status and Pay/Compensation Basics

- [HR 101 Employee Status](#)
- [HR 115 Employment of Relatives \(Nepotism\)](#)
- [HR 202 Fair Labor Standards Act \(FLSA\)](#)
- [HR 211 Overtime and Comp Time](#)
- [HR 219 Pay Cycles and Distribution](#)

Leave Options and Workers Compensation

- [HR 421 Paid Time Off \(PTO\)](#)
- [HR 407 Family and Medical Leave Act \(FMLA\)](#)
- [HR 422 Caregiver Leave](#)
- [HR 423 Parental Leave](#)
- [HR 409 Worker’s Compensation Benefits](#)
- [HR 408 Other Leaves](#)
- [HR 412 Bereavement Leave](#)
- [HR 405 Military Leave](#)
- [HR 417 victims Economic Safety and Security Act \(VESSA\)](#)

Employee Relations and the Workplace

- [UM Code of Conduct](#)
- [HR 107 Attendance](#)
- [HR 501 Performance Appraisals](#)
- [HR 601 Discipline](#)
- [HR 505 Personal Conduct](#)
- [HR 507 Conflict of Interest](#)
- [HR 510 Sexual Harassment](#)
- [HR 517 Violence in the Workplace](#)
- [HR 519 Consensual Romantic Relationships](#)
- [HR 521 Breaktime for Nursing Mothers](#)

ePerformance Progress Check-Ins

To encourage the continuous growth and development of staff, the university has implemented a review process in which supervisors conduct performance evaluations with staff members twice per fiscal year. To learn more about this process and the important role that feedback plays in the success of leading others, supervisors should explore the [ePerformance Progress Check-Ins webpage](#).



Percipio Plug-In

New to giving feedback as a supervisor? Check out this [Percipio Aspire Journey on Kim Scott's Radical Candor](#).

Leadership Development for Staff Leaders

At the university, we believe in providing leaders with continuing opportunities to engage in meaningful development programming to grow their skills and reach their leadership potential. To learn more about what development opportunities might be right for you, explore the following program offerings by the UM System Office of Human Resources:

- [The Series on Leadership Essentials \(SOLE\)](#)
- [Organizational Perspectives and Leadership \(OPAL\)](#)
- [Dr. Elson S. Floyd Administrative Leadership Development Program \(ALDP\)](#)