

Supervisory Leadership Series



Being a supervisor can be difficult! Join Russ Curry for this Supervisory Series brought to you in the comfort of your office by Zoom. Learn to develop your skills to become a better supervisor and learn to deal with difficult situations and challenges. The sessions will meet once a month, Wednesday afternoons from 12:30-3:00pm.

To register, visit www.indianhills.edu/supervisorseries.

Cost of the Series: \$399.00

EMPLOYMENT LAW BASICS

SEPTEMBER 23

This session will provide a general overview of basic employment law and compliance issues that provide the foundational framework for a supervisor. A grasp of employment law will help avoid legal pitfalls while helping create and sustain a welcoming and equitable environment.

Topics include Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADAAA), Health Insurance Portability and Accountability Act (HIPAA), Family Medical Leave Act (FMLA), and Fair Labor Standards Act (FLSA)

HARASSMENT AND DISCRIMINATION

OCTOBER 21

Supervisors and managers play a key role in recognizing and responding to sexual and other forms of harassment and discrimination. This training will raise supervisors' awareness and provide the tools to help prevent and resolve instances of sexual and other forms of harassment while creating and sustaining a culture of civility and respect in the workplace. We will cover the different forms of harassment, recent lawsuits and judgments, the supervisor's role in preventing sexual harassment in the workplace, responding to and reporting harassment concerns, discrimination, and the supervisor's role in creating and sustaining an environment of civility and respect.

PERFORMANCE MANAGEMENT

NOVEMBER 18

In this session, we will discuss how to effectively evaluate an employee's performance. While yearly evaluations are still standard in many companies, effective performance management goes beyond the yearly sit down and is effectively driven by best practices in setting expectations, transparency, and accountability. We will cover the concept of performance management, performance evaluations and other tools, accountability, measurable goal setting, and what to do when the wheels fall off.

DISCIPLINE AND PARTING WAYS

DECEMBER 16

While no one looks forward to disciplining or firing employees, it is a reality that these situations will occur from time to time. Disciplinary issues and termination of employment effects recruiting, retention, employee relations, morale, productivity and more. Numerous legal risks may arise as well when an employer fires an employee.

This highly interactive session will provide the tools and processes necessary to help you address discipline and termination issues in an equitable, respectful, and legally defensible manner.

- Performance issue or discipline?
- What does your handbook say?
- Performance Improvement Plan (PIP)
- Documentation: The good, the bad and, yes, the ugly
- Legal, work comp, FMLA and other issues to consider
- The termination meeting: a respectful separation
- What happens after the termination?

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If you have questions or complaints related to compliance with this policy, please contact Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5282, hrequity@indianhills.edu; Dean, Student Development (students), (641) 683-5159, studentsequity@indianhills.edu; Dean, Centerville Campus & Learning Services (students with disabilities), (641) 683-5174, learningservicesequity@indianhills.edu; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730- 1576.