**NEW ONLINE LEARNING:** We will continue to offer [key courses](#) online and provide other remotely accessed [learning opportunities](#) to accommodate the needs of our university employees during the COVID-19 closure.

**PLEASE NOTE:** Full courses automatically remove from the training calendar, so you may not see them on the calendar. LEAD courses are limited to supervisors only to meet Policy HR 1.51 requirements.

**TRAINING NEEDS SURVEY:** We need your input to prioritize our efforts and meet the needs of our university during the COVID-19 closure. What can we offer to aid you and your teams during this time?

**ONBOARDING NEW EMPLOYEES REMOTELY**

It is important to provide additional support to onboard new employees remotely. Remote employees find it challenging to decipher their expectations, employee relationships, and the overall culture from vague encounters online. They miss guiding and in-person cues and clues. Therefore, virtual onboarding needs to be even more [intentional](#) and [welcoming](#) in order to help your employees quickly gain the knowledge and relationships necessary to be successful.

Typically, high-achieving employees do not admit they are struggling in an area. Undermanaging new employees, leaving them to flounder and figure things out on their own, is very frustrating when they could be adding value to the organization. New employees are left questioning whether they made the right choice (organization/manager) when onboarding needs are not met.

- Help them complete their HR paperwork and review the orientation modules. Check in on their progress.
- Ensure you provide the correct technology for your new employees and help them with setup.
- Provide an understanding of your communication tools and the expectation frequency. How often does the team meet, how often will you meet one-on-one, how and when should they reach out if they have a question?
- Encourage a supportive team culture. Create an introduction plan with key questions to aid in understanding roles and developing relationships. Assign a mentor/buddy as an onboarding guide. Encourage chats.
- Create a development plan that assigns appropriate training and deadlines for learning goals. Include numerous feedback opportunities to ensure the employee is on track. Help them understand how/when/where work gets accomplished and with whom. Provide process guides and manuals as aids.

A [NEW Employee Orientation webpage](#) construction is underway. In the interim, new hires will receive an orientation email with links to watch the various departmental presentations to learn about UofSC on-demand.

**NEW REMOTE WORKING STRATEGIES SERIES**

- [Overview and Resources](#): [Listen to recording](#)
- [Leveraging Technology](#): [Listen to recording](#)
- [Organization Skills](#): [Listen to recording](#)
- [Tips for Support Staff](#): [Listen to recording](#)
- [Supervising Remotely](#): Recording available 4/27
- [Staying Engaged](#): Recording available 5/4

**STAY WELL FRIENDS**

- [Student Health Services](#) offers daily, live and recorded wellness events for students and employees.
- [MyGroup EAP](#) offers on-demand webinars on personal and professional development topics. They also offer one-on-one counseling sessions focused on positive solutions.