Supervisor Newsletter

March 2024

Announcements and Important Dates

Did you know...?

Don't forget to share relevant information with your employees!

Another perspective:

Mindfulness on the Go

Don't wait to get home to manage stress. Do it on the go with these tips:

1. "Mindful breathing" is about deep, slow breathing to help calm the mind.
2. "Body scan" is a technique where you lie down and focus on different parts of your body, noticing any sensations or feelings.
3. "Walking meditation" involves walking slowly and being fully present with your surroundings.

Training and Development

Supervisor Newsletter

Upcoming Supervisor Forum:
Managing Remote or Hybrid Employees
March 19, 2024
Join OPD's Cindy Wentz and Lisa Cote (Senior Associate Director for Recruitment, Office of Undergraduate Admissions) as they discuss the challenges supervisors face managing remote/hybrid employees and how to overcome them.

Supervisor Trainings Just for You:

- Responding to an Active Shooter - In Person
  April 19 at 12 p.m.
- Threats in the Community - In Person
  April 18 at 9 a.m.
- Team Dynamics - Live Webinar
  April 16 at 10:30 a.m.

- Essentials of Responding to an Active Shooter
  April 19 at 12 p.m.
- HR Highlight: LEAD Supervisory Essentials
  April 17 at 10 a.m.
- LEAD: Leading at USC and Writing Position Descriptions
  April 17 at 10 a.m.

- Responding to an Active Shooter - Live Webinar
  April 19 at 12 p.m.
- HR Highlight: LEAD Supervisory Essentials
  April 17 at 10 a.m.
- LEAD: Leading at USC and Writing Position Descriptions
  April 17 at 10 a.m.

For more information or to register, please visit the registration page.

Show your Administrative Professional you appreciate all their hard work and buffer lunch. Registration is $75 per person and supervisor.

Don't forget to share relevant information with your employees!

Did you know...?

It directs and defines the purpose of the team by establishing clear goals and objectives. The mission statement sets the foundation for an organization's long-term vision. In the context of a team, the mission statement dictates the purpose and direction of the group.

Another perspective:

Another perspective on the importance of a mission statement:

It serves as a guiding principle for decision-making, ensuring that all team members are aligned with the organization's goals. A well-defined mission statement helps to keep the team focused and motivated, fostering a sense of purpose and commitment among its members.

Tools and Resources

- Certificate Checklist
- LeaD Certificate: Core Competencies
- Leadership Matters YouTube series
- Instructor Guide: The Facilitator’s Guide
- Instructor Guide: The Participant’s Guide
- MyGroup EAP: Resources and Tools
- Interfaith Calendar
- Mindfulness on the Go
- Supervisor Newsletter
- Training and Development

Need feedback?

Anonymously tell us what you thought of this edition. Your responses will help us create better content for you!

Another perspective:

Another perspective on the importance of feedback:

It helps teams identify areas of improvement and reinforces positive behaviors. Regular feedback can strengthen relationships and foster an environment of continuous learning and growth.

Did you know...?

It helps establish a sense of accountability and ownership. When employees feel valued and heard, they are more likely to engage in open and honest communication, ultimately contributing to a more effective and harmonious team.

Did you know...?

Another perspective on the impact of feedback:

It promotes a culture of transparency and mutual respect. By sharing constructive feedback, teams can work together to address challenges and capitalize on opportunities for growth.

If you enjoyed this edition, please forward it to your colleagues and friends. If you have any feedback or topics you'd like to see covered, please send your thoughts to Mar 22, 2024.

To become a member to enjoy these perks, visit TicketsatWork.com.

Don't wait to get home to manage stress. Do it on the go with these tips:

1. "Mindful breathing" is about deep, slow breathing to help calm the mind.
2. "Body scan" is a technique where you lie down and focus on different parts of your body, noticing any sensations or feelings.
3. "Walking meditation" involves walking slowly and being fully present with your surroundings.

Another perspective:

Another perspective on the importance of these tips:

It helps reduce stress and anxiety, improving your overall mental well-being. These techniques can be practiced anywhere, at any time, making them ideal for on-the-go stress management.

The HR Highlight: LEAD Supervisory Essentials

This half-day conference includes continental breakfast, instruction, and buffet lunch. Registration is $75 per person and supervisor.

Show your Administrative Professional you appreciate all their hard work and

Another perspective:

Another perspective on the importance of this conference:

It offers valuable insights and practical strategies for leaders, helping them to develop the skills needed to navigate today's complex work environments.

Another perspective:

Another perspective on the impact of this conference:

It promotes personal and professional growth, empowering leaders to lead with confidence and effectiveness.

For more information or to register, please visit the registration page.

Don't forget to share relevant information with your employees!

Another perspective:

Another perspective on the importance of sharing information:

It helps employees stay informed and engaged, fostering a culture of transparency and collaboration.

Another perspective:

Another perspective on the impact of sharing information:

It promotes a sense of ownership and accountability, encouraging team members to take an active role in the organization's success.

Another perspective:

Another perspective on the importance of this newsletter:

It provides a valuable resource for professionals, keeping them informed about important updates and developments.

Another perspective:

Another perspective on the impact of this newsletter:

It contributes to a culture of ongoing learning and growth, encouraging employees to stay informed and stay current in their field.

Another perspective:

Another perspective on the importance of this newsletter:

It helps employees stay connected and engaged, fostering a sense of community and belonging.

Another perspective:

Another perspective on the impact of this newsletter:

It promotes a culture of ongoing communication and collaboration, helping to build stronger and more cohesive teams.

Another perspective:

Another perspective on the importance of this newsletter:

It provides a platform for sharing ideas, best practices, and innovative solutions, driving continuous improvement and organizational excellence.

Another perspective:

Another perspective on the impact of this newsletter:

It contributes to a culture of ongoing learning and growth, encouraging employees to stay informed and stay current in their field.

Another perspective:

Another perspective on the importance of this newsletter:

It helps employees stay connected and engaged, fostering a sense of community and belonging.

Another perspective:

Another perspective on the impact of this newsletter:

It promotes a culture of ongoing communication and collaboration, helping to build stronger and more cohesive teams.

Another perspective:

Another perspective on the importance of this newsletter:

It provides a platform for sharing ideas, best practices, and innovative solutions, driving continuous improvement and organizational excellence.

Another perspective:

Another perspective on the impact of this newsletter:

It contributes to a culture of ongoing learning and growth, encouraging employees to stay informed and stay current in their field.

Another perspective:

Another perspective on the importance of this newsletter:

It helps employees stay connected and engaged, fostering a sense of community and belonging.

Another perspective:

Another perspective on the impact of this newsletter:

It promotes a culture of ongoing communication and collaboration, helping to build stronger and more cohesive teams.

Another perspective:

Another perspective on the importance of this newsletter:

It provides a platform for sharing ideas, best practices, and innovative solutions, driving continuous improvement and organizational excellence.

Another perspective:

Another perspective on the impact of this newsletter:

It contributes to a culture of ongoing learning and growth, encouraging employees to stay informed and stay current in their field.

Another perspective:

Another perspective on the importance of this newsletter:

It helps employees stay connected and engaged, fostering a sense of community and belonging.

Another perspective:

Another perspective on the impact of this newsletter:

It promotes a culture of ongoing communication and collaboration, helping to build stronger and more cohesive teams.

Another perspective:

Another perspective on the importance of this newsletter:

It provides a platform for sharing ideas, best practices, and innovative solutions, driving continuous improvement and organizational excellence.

Another perspective:

Another perspective on the impact of this newsletter:

It contributes to a culture of ongoing learning and growth, encouraging employees to stay informed and stay current in their field.

Another perspective:

Another perspective on the importance of this newsletter:

It helps employees stay connected and engaged, fostering a sense of community and belonging.

Another perspective:

Another perspective on the impact of this newsletter:

It promotes a culture of ongoing communication and collaboration, helping to build stronger and more cohesive teams.

Another perspective:

Another perspective on the importance of this newsletter:

It provides a platform for sharing ideas, best practices, and innovative solutions, driving continuous improvement and organizational excellence.

Another perspective:

Another perspective on the impact of this newsletter:

It contributes to a culture of ongoing learning and growth, encouraging employees to stay informed and stay current in their field.

Another perspective:

Another perspective on the importance of this newsletter:

It helps employees stay connected and engaged, fostering a sense of community and belonging.

Another perspective:

Another perspective on the impact of this newsletter:

It promotes a culture of ongoing communication and collaboration, helping to build stronger and more cohesive teams.