

→ Locate dates, times and registration in MyPath by searching the class title, unless otherwise noted

Management & Leadership

Track 1: Management Essentials

These classes are designed to help build the foundational knowledge required for newly hired and promoted leaders to be successful in leading their teams and the organization.

New leaders are encouraged to attend all classes with the  symbol.



URMC Past, Present and Future

(Leader Competency Alignment: Strategic Thinking & Planning)

Participants will explore the organizational structure of URMC and its evolution as a health care system. In this class leaders build on their skills to better execute their responsibilities by more fully understanding the priorities of the organization. These organizational priorities relate to high-quality Health Care service delivery, patient and family engagement, and our commitment to creating a high-performing workplace that is attractive in recruiting and retaining health care providers and workers. Led by SMH Executive VP & Chief Operating Officer, Kathy Parrinello.

This class is available in either an online or instructor-led format.



URMC – Values Driven Leadership 101

(Leader Competency Alignment: Effective Communication; Partnership & Team Building; Performance Management)

Learn how to develop and maintain a work environment with clear expectations by using effective communication, role modeling, and positive reinforcement. This class is presented by members of the ICARE Commitment Office.



Managing the Effects of Change on Employee Engagement

(Leader Competency Alignment: Effective Communication; Partnership & Team Building; Leading Change & Innovation)

Participants are provided with an overview of the change process and steps leaders can take to promote engagement and trust within their teams during times of organizational change. This class is presented by members of the HR Business Partner team.

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Management Essentials

(Continued)



Performance Management: Creating Accountability & Setting Expectations

(Leader Competency Alignment: Effective Communication; Partnership & Team Building; Performance Management)

Explore your role as a leader by understanding your rights and responsibilities for creating accountability within your team. Discuss performance standards and how to clearly set these expectations. To assist employees in reaching their full potential, managers will define and learn about setting these performance standards as well as analyzing and addressing performance gaps. This class is presented by members of the HR Business Partner team.



Performance Management: Conducting the Annual Performance Review

(Leader Competency Alignment: Effective Communication; Partnership & Team Building; Performance Management)

This class will explore the phases of the performance management cycle including writing and delivering the annual employee performance review. Overviews of the performance review components, rating scales, properly written comments, and common performance review pitfalls will be provided. This class is presented by members of the HR Business Partner team.



Performance Management: Giving Effective Feedback

(Leader Competency Alignment: Effective Communication; Partnership & Team Building; Performance Management)

This class focuses on how to deliver feedback effectively with tact and sensitivity. The ability to facilitate these conversations is an essential skill for leaders which in turn promotes increased trust, stronger work relationships, and better performance. Led by HR Leaders in Learning and Development.

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Management Essentials

(Continued)



NEW! Partnering with Organized Labor

(Leader Competency Alignment: Effective Communication; Partnership & Team Building; Stakeholder Focus)

In this class participants will gain a better understanding of their role as a supervisor as it relates to the larger organization while applying fair and consistent management practices with Unionized staff. Specific attention will be given to Labor Relations terminology, the implications of past practice on current and future situations, and understanding the role of a Union delegate before, during, and after the investigation meeting. This class is presented by members of the Labor Relations team.



MyPath: System Training

This introductory session will provide hands-on system training for managers. The training will review how managers can access their team, assign training, view employee goals and employee performance reviews, and other systems related training for MyPath. This class is presented by members of the MyPath team.

Please Note: This training is only available to individuals with direct reports.



MyPath: Reporting Training

The purpose of this 60-minute session is to provide training to managers on MyPath standard reports. The class will include open Q & A and hands-on training on how to run a variety of reports to manage employee learning and performance. This class is presented by members of the MyPath team.

Please Note: This training is only available to individuals with direct reports.



MyPath: Performance Goal Training

It has been found that writing goals that are specific and challenging can lead to better performance. In this hands-on course, we'll explore what SMART goals are, and we'll look at how you can use them to achieve your objectives within the Performance Goal platform in MyPath. This training is open to leaders and staff members interested in learning more about writing effective goals in MyPath and is presented by members of the MyPath team.

Have a question about MyPath sessions? Contact the MyPath support team at mypathsupport@rochester.edu

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Management & Leadership

Track 2: Leadership Enhanced

These two classes are designed to support the leadership competency domains by providing leaders with the practical and conceptual skills needed to align our work with the organization's business goals and manage the phases of the employee lifecycle from recruiting to off-boarding.

Attendance in Track 2 is based on role; please attend if classes are related to your current position.

Values Driven Leadership 201

(Leader Competency Alignment: Partnership & Team Building; Performance Management)

Effective leaders establish and maintain a culture that reinforces the values of the organization and promotes employee engagement. Explore how your leadership behaviors influence the overall performance of your team and why they are necessary in developing the steps needed to ensure success. This class is presented by members of the ICARE Commitment Office.

Creating a Respectful Workplace

(Leader Competency Alignment: Partnership & Team Building; Performance Management)

This class challenges participants to explore the factors that make up respectful workplaces. Group discussion and exercises focus on personal values, workplace respect, effective communication and civility. This class is presented by members of the ICARE Commitment Office.



Privacy, Professionalism & Work Relationships in an Age of Social Media

(Leader Competency Alignment: Partnership & Team Building; Compliance Knowledge)

This class challenges the participant to think critically about professional boundaries in all settings while forming meaningful relationships that improve the quality of their work. This class is led by a representative from the Office of Human Resources.

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Leadership Enhanced

(Continued)


Additional Learning & Development Opportunities for Leaders are available through:

Life-Work Connections Employee Assistance Program

See the Life-Work Connections [website](#) for current offerings in the Life-Work Connections Employee Assistance Program **Supervisor Series**. Video recordings of several prior sessions are also available for viewing on the website.

Lean Performance Improvement Office

See the Lean Performance Improvement [training website](#) for current offerings and registration instructions. Topics include:

-  *Lean Overview Online Course*
- *Lean Process Improvement Level 1*
- *Value Stream Mapping*

Professional Development

This class is open to any leaders who would like to improve their professional knowledge and leadership effectiveness.

Crucial Conversations®

(Leader Competency Alignment: Effective Communication; Partnership & Team Building)

Crucial Conversations® teaches skills for creating alignment and agreement by fostering open dialogue around high-stake, emotional, or risky topics—at all levels of the organization. By learning how to speak and be heard (and encouraging others to do the same) you'll begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment. Led by Crucial Conversations-certified instructors.

Crucial Accountability®

(Leader Competency Alignment: Effective Communication; Partnership & Team Building)

Open to participants who have completed Crucial Conversations®. This one-day follow up class builds on the prior skills learned in Crucial Conversations® and will focus on improving accountability. This research-based program teaches a step-by-step processes and skills to hold others accountable, improve performance, and ensure execution. Led by Crucial Accountability-certified instructors.

Click [here](#) for information about the cost and registration process for upcoming Crucial Conversations® and Crucial Accountability® classes.

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Compliance Training

These classes provide the skills and knowledge required to comply with internal and external policies and regulations. Leaders should attend each class if related to responsibilities of their current role.



HRMS Personnel Action Forms (PAF)

(Leader Competency Alignment: Compliance Knowledge)

This online training module will familiarize administrators with hiring processes and procedures, how to use the HRMS system to create forms for these processes, and how to access data/reports in HRMS.



HRMS Time and Labor Training

(Leader Competency Alignment: Compliance Knowledge)

Time and labor training sessions have been established for new Timekeepers who are required to attend a class and pass a competency test to be given access to the timekeeping functions in the HRMS system. This session is led by members of the Compensation Department.



HR Compliance Training (FLSA)

(Leader Competency Alignment: Compliance Knowledge)

This class covers federal and New York State labor regulations and their impact on University policies and procedures. In addition, the session addresses the U.S. Department of Labor's Fair Labor Standards Act (FLSA) that establishes minimum wage, overtime pay, record keeping, and youth employment standards. Timekeepers, Administrators, Managers, and Supervisors are welcome to attend. Members of the Compensation Department teach this class.

For questions about *HR Compliance* and *HRMS Time and Labor Trainings*, please contact

hrd_registration@hr.rochester.edu



Leave Administration: Leave Program Overview

(Leader Competency Alignment: Compliance Knowledge)

A video recording of this class, offered as part of the EAP Supervisor Series, provides an overview of the various UR employee leave programs including a supervisor's responsibilities in managing them. Topics covered are Family Medical Leave Act, Paid Family Leave, Short-Term Disability, Workers Compensation, Long-Term Disability, Return to Work, and Leave of Absence policies. Click [here](#) to view the recording or visit <https://youtu.be/QRGmyg6LBdU>

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Compliance Training
(Continued)

National Incident Management System – Part I (NIMS)

(Leader Competency Alignment: Compliance Knowledge)

This class is designed to provide the necessary information to complete your National Incident Management System (NIMS)/Incident Command System (ICS) training for modules 700.a and 100.b in a classroom/instructor environment as an alternative to FEMA online training. After attending the class you will need to take the online exams to complete your training and receive your certificates. Please note: This class is a prerequisite to the Part II class. Instructor: Dave Bujak.

National Incident Management System – Part II (NIMS)

(Leader Competency Alignment: Compliance Knowledge)

This class is designed to provide you with the necessary information to complete your National Incident Management System (NIMS)/Incident Command System (ICS)/National Response Framework (NRF) training for modules 200.b and 800.c in a classroom-instructor environment as an alternative to FEMA online training. After attending the class, you will need to take the online exams to complete your training and receive your certificates. Instructor: Dave Bujak.

Microsoft Office Training

Excel I (Version 2013) **

In this class students use Microsoft® Office Excel® 2013 to create spreadsheets and workbooks that they can use to store, manipulate, and share data. Led by a New Horizons Training Center instructor.

***Waitlist only*

For additional educational offerings, please visit the [Learning & Development webpage](#), located on the Office of Human Resources website.

For questions about the UR Leadership Development Program series please contact Maureen Terena in Workforce Learning & Development at 276-4358 or maureen.terena@rochester.edu