Coaching Your Staff on Career Options

Objectives are to provide SOM supervisors with an understanding of how to coach their staff regarding their career path.

Topics covered include how to talk to staff about:

- Their career options.
- How to move up.
- How to get a different job.

Compensation: Classification & Reclassification

Objectives are to provide an understanding of:

- How jobs are classified i.e. job title and salary grade.
- Reclassification procedures.

Topics covered include:

- Job Evaluation.
- Salary Surveys.
- Salary Structures.
- HR1 Process.
- Reclassification Reviews.
- Salary Adjustments.

Compensation: Pay for Performance

Objectives are to provide an understanding of:

- Performance evaluations.
- How to reward performance.

Topics covered include:

- Annual Salary Increase Program.
- Performance Evaluations.
- Merit Increases.
- Performance Bonuses.
**Fair Labor Standards Act**

Objectives are to provide an understanding of the Fair Labor Standards Act and the responsibilities of supervisors in the SOM.

Topics include:

- Minimum wage
- Overtime pay
- Exemptions
- Record keeping requirements

**How to Manage Staff Not Meeting Expectations**

Objectives are to provide an understanding of what supervisors can do to manage staff that are not meeting expectations.

Topics covered include:

- Setting expectations
- Motivational techniques
- Giving feedback
- Documentation
- Penn’s policy 621: Performance Improvement/Discipline (which includes oral and written warnings, probation, and termination)

**How to Reduce Your Legal Risk**

As a manager, you face personal legal risk due to your role in recruiting and managing staff. This is a rare opportunity for you to hear from, and ask questions of, the attorneys who handle the real-life cases at Penn.

Eric A. Tilles, Esq. and Robert J. Bohner, Jr., Esq. from the Office of General Counsel will offer practical tips on:

- Documenting performance
- Questions to ask yourself before discipling or discharging
- Developing your management skills
- Reducing your legal risk
Performance Appraisals: Mid-Year Checkpoint

Objectives are to provide an understanding of what supervisors can do to make the Performance Appraisal process easier and more efficient.

Topics covered include:

- Setting goals and objectives
- Giving and receiving constructive feedback
- Documentation and ongoing record keeping

Performance Appraisals: Writing Performance Appraisals

Objectives are to provide an understanding of:

- The Performance Appraisal as an ongoing process rather than just an annual event.
- Practical steps to take in preparing for, and writing, a Performance Appraisal.

Topics covered include:

- Calibrating what Supervisors write, say and rate during Appraisal Process.
- Preparation Steps for Writing Appraisals.
- Definition of Performance Expectations.
- Types of Expectations.
- Criteria for Writing Effective Expectations.
- Writing Construction Feedback on Competencies.
- Writing Effective Performance Feedback.

Recruitment & Interviewing

Objectives are to provide an understanding of:

- How to recruit appropriate job candidates
- Interviewing techniques that will help you select the best fit for your open position

Topics covered include:

- Writing effective job criteria
- Posting a job
- Getting appropriate candidates
- Designing interview questions
- Avoiding illegal questions
- Selecting the best candidate
- Making an offer

**This seminar takes place over two sessions. You must be able to commit to both sessions in the series in order to register**
Salaries and Extra Pay

Objectives are to provide an understanding of:

- How salary structures are developed.
- Minimum qualifications and their importance.
- The differences between additional pay, overtime pay, and bonuses.

Topics covered include:

- Competitive Salary Ranges.
- Classification of Positions.
- Minimum Qualifications.
- Starting Salaries.
- Additional Pay/Bonuses.
- Overtime Pay.

Sexual Harassment Awareness

Objectives are to provide SOM supervisors with knowledge of the issues surrounding sexual harassment in the workplace.

Topics include:

- Penn's policy on sexual harassment
- Inappropriate behavior and prohibited harassment
- The role of managers/supervisors in addressing these situations in the workplace

How to Use Flexible Work-schedules to Motivate and Retain Your Staff

The SOM Training Department is offering a training session to help supervisors understand how to use flexible work-schedules as a method of motivating and retaining staff.

Some topics which will be discussed include:

- What are flexible work options?
- Why are flexible work-schedules so prevalent and valued in the workplace?
- How to manage flexible work schedules
- How to consider a flexible work option proposal
- How to prepare a flexible work option agreement
- Guidelines for success