**Library Supervisor Training:**

* Refer to “First Day” and “First Week” checklists
* New Employee Orientation (as a refresher/update) <http://www.clemson.edu/employment/new_employee/index.html>
* Review New Employee Packet: <http://library.clemson.edu/depts/admin/human-resources/staff-supervisory-resources/new-hire-information-packet/>
* Review Clemson University Policies & Procedures Manual: <http://workgroups.clemson.edu/FIN5337_HR_POLY_PROC_MANUAL/disclaimer.php>
* Attend or view recorded sessions of 7 Fundamentals for Supervisors Training Series: <https://www.clemson.edu/employment/worklife/supervisor-webinar-series>
* Review FMLA (Family Medical Leave Act: <http://library.clemson.edu/depts/admin/human-resources/benefits/fmla/>
* Review Staff Performance Management guidance: <http://media.clemson.edu/humanres/policies_procedures/Staff%20Performance%20Management%20Guidance.pdf>
* Review EPMS (Staff Perf. Mgmt.) *PowerPoint*/Performance Management <http://library.clemson.edu/depts/admin/human-resources/policies-and-procedures/performance-evaluation/>
  + Review SMART Goals (can be found on StaffWeb)

<http://library.clemson.edu/depts/admin/documents/2015/06/smart-goals.pdf>

* Review “Art of Conflict Resolution” and “How to Handle Difficult Discussions” *PowerPoint presentations*: <http://library.clemson.edu/depts/admin/documents/2015/12/art-of-conflict-resolution.pdf>

<http://library.clemson.edu/depts/admin/documents/2016/02/handling-difficult-discussions-training-session-1-19-16.pdf>

* Review Work-Related Injuries/Workers’ Compensation <http://library.clemson.edu/depts/admin/human-resources/benefits/work-related-injury-procedures/>
* Review [Discipline *PowerPoint*/Corrective Actions](http://library.clemson.edu/depts/admin/human-resources/staff-supervisory-resources/training-resources/) – *http://library.clemson.edu/depts/admin/human-resources/staff-supervisory-resources/training-resources/*
* Review [Diversity in the Workplace](http://library.clemson.edu/depts/admin/human-resources/staff-supervisory-resources/training-resources/) – http://library.clemson.edu/depts/admin/human-resources/staff-supervisory-resources/training-resources/
* Review Leave/Timekeeping
  + Workweek: <http://workgroups.clemson.edu/FIN5337_HR_POLY_PROC_MANUAL/view_document.php?id=178>
  + Overtime: Unauthorized within Library (except in extenuating circumstances and with prior approval from the Dean and Unit Head), therefore non-exempt employees must not work more than 40 hours per workweek
  + Student Employment: Students must never work more than 28 hours within a workweek (international students cannot work more than 20 hours per workweek unless classes are not in session)
  + Non-exempt employees and students clock in/out through [Kronos](https://www.clemson.edu/employment/payroll/kronos/index.html)
  + Permanent and TLP employees request time-off through Kronos
  + As a supervisor, you are responsible for monitoring and approving time and leave.
    - It is recommended to monitor time and leave daily but you must approve time at the end of each pay period (1st and 16th of each month).
  + <http://library.clemson.edu/depts/admin/human-resources/kronos/>
* Discuss when to take breaks and for how long, whether or not the employee is exempt or non-exempt.
* Authorized Drivers (if necessary)
  + Must have valid driver’s license and satisfactory driving record
  + Must pass background check to drive university vehicles
    - [Motor Vehicle Check Request](http://library.clemson.edu/depts/admin/forms-and-resources/motor-vehicle-request-form/): http://library.clemson.edu/depts/admin/forms-and-resources/motor-vehicle-request-form/
* Attend Civil Treatment for Leaders training (hosted by Access & Equity)
* Watch recorded “7 Fundamentals for Supervisors: A Webinar Series”: <https://www.clemson.edu/employment/worklife/supervisor-webinar-series>

**Additional Resources:**

* DeerOaks EAP overview: [www.clemson.edu/employment/worklife/EAP.html](http://www.clemson.edu/employment/worklife/EAP.html)
* CCIT instructor-led training: http://www.clemson.edu/clereg/
* Skillport Resources: [www.clemson.edu/elearning](http://www.clemson.edu/elearning)
* HR website: <http://www.clemson.edu/hrtraining/>
* Professional Development Opportunities at Clemson: libguides.clemson.edu/libraryspecific <http://libguides.clemson.edu/cutraining>
* Clemson Libraries’ StaffWeb: <http://library.clemson.edu/depts/staffweb/>.
* Clemson HR Learning & Development: <https://www.clemson.edu/employment/learning/index.php>

**Upcoming Training Opportunities:**

* Lean Clemson White Belt Training
  + ~~Wednesday, May 16, 2018, 9:00am-12:00pm, ASB Training Room~~
    - Register at: <https://legacycoursereg.app.clemson.edu/hrtraining/index.php>
    - White Belt training is offered to all Clemson University employees. The White Belt training will introduce basic concepts of Lean (process improvement) to each employee. Employees will learn about the CU-Lean training program, and they will better understand how they can play a role in the process improvement effort at Clemson University. Upon completion of the White Belt training, employees will understand how to contribute to process improvement efforts and how they are able to identify processes that might need to be improved.
* EAP Supervisory Webinar Offering (Creating a Culture of Improved Employee Engagement)
  + Available anytime
  + This session has been recorded and is available for review at the link (<http://www.clemson.edu/employment/worklife/EAP.html>).  It is under *Other Resources* and *Seminars and Trainings*.

**Goals for an effective supervisor:**

* Get to know all team members and respect them as individuals.
* Give direct reports something to aim for. Set agreed and achievable targets when creating the Planning Stage. Keep them fully informed of progress.
* Inform team members of any changes as soon as possible. Be transparent.
* Ensure that everyone knows the reason for doing a job.
* Be approachable. Listen to suggestions and grievances. Consult employees.
* Give praise where praise is due, and be specific.
* Provide leadership.
* Look after the interests of your team.
* Ensure that the working environment is safe, clean, and organized.
* Guard words and actions.
* Document.
* Get help when necessary.
* Be consistent and professional.
* Set a ~~good~~ great example.