

Manager Onboarding Workshop Day 1



<u>Time</u>		<u>Content</u>
8:30 a.m.	8:45 a.m.	Welcome & Systems Review <ul style="list-style-type: none">- Overview of Manager Onboarding Workshop and content- Overview of the statewide systems used
8:45 a.m.	10:00 a.m.	Managing SuccessFactors as a Hiring Manager <ul style="list-style-type: none">- Understand the candidate experience and SOI hiring process- Create a requisition that attracts the right candidates- Efficiently move candidates through the selection and hiring process
10:00 a.m.	10:15 a.m.	Break
10:15 a.m.	11:00 a.m.	Compensation for Managers Overview <ul style="list-style-type: none">- Overview of compensation and organizational design- Review of pay plans and policies- Understand key terms and definitions- Review of tips and FAQ
11:00 a.m.	11:15 a.m.	Break
11:15 a.m.	12:15 p.m.	Introduction to Leaves and Accommodations Overview <ul style="list-style-type: none">- Overview of acronyms and definitions- Overview of time reporting- Review of leave accruals- Understanding time off from work- Getting started with accommodations
12:15 p.m.	12:30 p.m.	Wrap-Up Day 1

Manager Onboarding Workshop Day 2



<u>Time</u>		<u>Content</u>
8:30 a.m.	9:15 a.m.	Kickoff Day 2 & Investigations and Discipline Overview <ul style="list-style-type: none">- Overview of Investigations- Understanding disciplinary actions- Coordinating discipline and performance improvement plans
9:15 a.m.	10:15 a.m.	Performance Management for Managers <ul style="list-style-type: none">- Overview of the performance management process- Understand how to set expectations for employees and find the performance goal plan- Review of how to measure progress, provide feedback, and evaluate effectiveness
10:15 a.m.	10:30 a.m.	Break
10:30 a.m.	11:30 a.m.	Effective Leadership <ul style="list-style-type: none">- Transitioning from peer to supervisor- Review of pillars of effective leadership- Reflection activity
11:30 a.m.	12:20 p.m.	Encouraging a Learning Environment for Managers <ul style="list-style-type: none">- Overview and demo of the learning management system- Review of LinkedIn Learning- Overview of whole policy, Indiana Manager Central workshops, and continuing education programs
12:20 p.m.	12:30 p.m.	Survey Completion & Wrap-up Day 2