

# LEADER ORIENTATION



// VISIT //  
**WICHITA.EDU/LEADERORIENTATION**

// QUESTIONS? //  
**HR.ORGANIZATIONALDEVELOPMENT@WICHITA.EDU**

## MODULE 1

Speaker: Division of the President

Speaker: Academic Affairs

Speaker: Student Affairs

Speaker: Human Resources

Speaker: Industry & Defense Programs

Speaker: Finance & Administration

Speaker: Inclusive Excellence

Speaker: WSU Foundation & Alumni Engagement

Speaker: Strategic Communications

## MODULE 2

### Your Role as a Leader

- ◇ DISCUSS RESPONSIBILITIES OF A LEADER AT THE UNIVERSITY
- ◇ REVIEW WSU POLICIES AND PROCEDURES
- ◇ DISCUSS STANDARDS OF CONDUCT AND THE COMMITMENT TO PROVIDE AN ETHICAL, COMPLIANT, SAFE, AND RESPECTFUL ENVIRONMENT
- ◇ LEARN HOW TO PARTNER WITH YOUR HUMAN RESOURCES BUSINESS PARTNER ON WORKFORCE STRATEGY (RESTRUCTURES, DETERMINATION OF COMPENSATION, DISCUSSIONS ABOUT POSITIONS/ACTIONS, EMPLOYEE RELATIONS)

## MODULE 2 CONT.

### Change Management

- ◇ LEARN HOW TO LEAD A TEAM THROUGH CHANGE
- ◇ LEARN THE PHASES OF TRANSITION
- ◇ REVIEW TOOLS FOR MOVING FORWARD AND

## MODULE 4

### Workforce Talent Acquisition Part 1

- ◇ GAIN KNOWLEDGE OF THE DIFFERENT HIRING PROCESSES FOR BENEFIT-ELIGIBLE AND NON-BENEFIT ELIGIBLE EMPLOYEES
- ◇ GAIN AN UNDERSTANDING OF THE UNIVERSITY'S MARKET-BASED COMPENSATION PROGRAM INCLUDING THE POLICIES, PHILOSOPHY, AND ADMINISTRATIVE GUIDELINES AS THEY APPLY TO BENEFIT-ELIGIBLE, NON-TEACHING POSITIONS

### Workforce Talent Acquisition Part 2

- ◇ LEARN HOW TO RECRUIT AN ENGAGED, HIGH PERFORMING WORKFORCE
- ◇ DISCUSS TOOLS FOR RECRUITING TO SUPPORT INCLUSIVE EXCELLENCE
- ◇ LEARN HOW TO PARTNER WITH YOUR HUMAN RESOURCE TALENT CONSULTANT TO MATCH CANDIDATE SKILLS TO OPEN POSITIONS

## MODULE 5

### Inclusive Excellence in the Workplace

- ◇ LEARN THE BENEFITS OF INCLUSIVE EXCELLENCE IN THE WORKPLACE
- ◇ IDENTIFY HOW TO FOSTER A CULTURE OF ENGAGEMENT, INCLUSION, AND BELONGING

### Adapting Your Style & Motivating Employees

- ◇ DISCUSS INDIVIDUAL TOP 5 STRENGTHS AND A STRENGTHS-BASED UNIVERSITY
- ◇ IDENTIFY HOW TO USE YOUR STRENGTHS TO LEAD A TEAM AND FOSTER GROUP COMMITMENT
- ◇ REVIEW FACTORS THAT AFFECT INDIVIDUAL MOTIVATION
- ◇ LEARN HOW RECOGNITION AND APPRECIATION AFFECT PERFORMANCE AND RETAIN TALENT

## MODULE 6

### Effective Communication

- ◇ LEARN TO PRACTICE OPEN AND FREQUENT COMMUNICATION
- ◇ IDENTIFY HOW TO BUILD TRUST AND MORALE WITHIN YOUR TEAM
- ◇ LEARN TO LISTEN TO VARYING POINTS OF VIEW
- ◇ REVIEW TOOLS FOR CRUCIAL CONVERSATIONS

### Managing The Employment Relationship

- ◇ REVIEW THE LEADER'S RESPONSIBILITIES FOR MANAGING PERFORMANCE, SETTING EXPECTATIONS, IDENTIFYING WHEN AN EMPLOYEE HAS NOT MET EXPECTATIONS, AND HOW TO EFFECTIVELY ADDRESS THOSE CONCERNS