



HR Learning & Development

HSC Faculty Senate

April 15, 2021

The Tri-campus Team!

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2020 Recap

- **10,000 associates+** attended Zoom workshops for their personal and professional development
- **1,500 hours+** of online workshops were available staff development
- **52 workshops** were created for the new Zoom environment
- **8 new compliance courses** were created and launched on the OnPoint Learning Management System
- **146 new/high-potential leaders** enrolled in the New Leader Development program



L&OD Webpage

- <https://hr.ou.edu/Employees/Career-Development/Learning-Development>
- <https://apps.hr.ou.edu/classcalendar/>

On-Campus Workshops Request a Training **New Leader Development** OU Leadership Council

New Leader Development Program

The University of Oklahoma is dedicated to continuing the growth of each faculty and staff member. The Leadership and Organizational Development (L&OD) team has recently created a new program to help support future leaders: OU's New Leader Development program is created to educate and inspire new leaders within the OU community.

About the New Leader Development Program

The New Leader Development program will be in a virtual format and will offer several groups, to ensure there is a convenient time and day for everyone who is interested. There is a prescribed course of learning materials, along with a set of electives that will allow each participant to tailor the program to fit their situation.

Target Audience

- High-potential associates (individuals seeking skills necessary to move into their first leadership role).
- New managers, supervisors, team leads, or project leads - who have never benefited from any type of leadership development.
- Existing leaders interested in revisiting the fundamental skills necessary to improve their leadership skills.

Competencies Covered

Change Management, Communication, Coaching, Collaboration, Conflict Resolution, Delegation, Emotional Intelligence, Employee Engagement, Inclusion, Trust, Stress Management, Team Building, Time Management, and Relationship Building/Collaboration.

Want to Know More?

Learn more by visiting [The New Leader Development webpage.](#)

Have questions or ideas?

If you would like to explore ways to manage change, institute strategic initiatives, or improve the performance of your team, department, or function, please [contact us](#).


Other learning resources

- [Required Training](#)
- [New Employee Orientation](#)
- [LinkedInLearning.com: Online Tutorials](#) (Norman Programs)
- [LinkedInLearning.com: Online Tutorials](#) (HSC Programs)
- [OU Outreach](#)
- [HSC Faculty Development](#)
- [Norman Faculty Development](#)



New Leader Development Program

- <https://hr.ou.edu/Employees/Career-Development/Learning-Development/New-Leader-Development>



New Leader Development Program

All Current Cohorts Are Full
Enrollment for Cohort Sessions 5 and 6 opens in late November

Overview
Effective leadership is required for the continued success of The University of Oklahoma. Contrary to the belief of some, leadership is not something with which only a select few are born. Leadership skills are developed over time through the knowledge learned in professional, personal, and community-service experiences. This *New Leader Development* program is designed to provide participants with opportunities to learn fundamental principles and skills necessary for personal leadership development and success at The University of Oklahoma.

As long as the university is operating under the restrictions of limited in-person class, all HR instructor-led workshops will be conducted via Zoom and will last approximately 90 minutes, required/Core sessions will last 3.5 hours. If/When the restriction of limited in-person class sizes is lifted, we will communicate a new approach at that time.

Target Audience

- High-potential associates (individuals seeking skills necessary to move into their first leadership role)
- New managers, supervisors, team leads, or project leads, who have never benefited from any type of leadership development
- Existing leaders interested in revisiting the fundamental skills necessary to improve their leadership skills

About the Program

- ▶ Participation Expectations
- ▶ Cohort Session Dates
- ▶ How to Register
- ▶ Tracking Completion

Frequently Asked Questions

DOCUMENTS

Application & Tracking Documents
Fill in, sign, and attach relevant documents to application.

NEW LEADER DEVELOPMENT APPLICATION 2020- QUALTRICS
Campus: Norman, OUHSC, Tulsa
[\(URL\)](#)

NEW LEADER DEVELOPMENT COMPLETION FORM
Campus: Norman, OUHSC, Tulsa
[\(PDF\)](#)

NEW LEADER DEVELOPMENT AGREEMENT FORM
Campus: Norman, OUHSC, Tulsa
[\(PDF\)](#)

Contact Us



New Leader Development Program

COMPLETION FORM - New Leader Development Program

Employee Name: _____ Title/Position: _____

User ID (4X4): _____ E-mail: _____ Phone #: _____

Supervisor Name: _____ Supervisor Email: _____

We believe that all course requirements for the New Leader Development program have been fulfilled.

Date Program Started: _____ Date Submitted for Completion: _____

Employee's Signature: _____ Supervisor's Signature: _____

Workshop ID #	Workshop Name	Credit Hours
Core Workshops: These workshops MUST be taken in Sequential order. Participants will be enrolled by L&OD. Total of 18 hours.		
B2BTTL	B2B – Module 1: Transition to Leadership	3.0
B2BCHG	B2B – Module 2: Change	3.0
B2BCOM	B2B – Module 3: Communication	3.0
B2BCCH	B2B – Module 4: Coaching	3.0
B2BCOL	B2B – Module 5 : Collaboration	3.0
B2BCOS	B2B – Module 6: Committing to Success	3.0
Subtotal CORE workshop hours		18.0

HROED1	Delegation Pt 1: Delegating vs. Abdicating	1.5
HROED2	Delegation Pt 2: RACI Model	1.5
HROFAC	Effective Meeting Facilitation	1.5
HROEI1	Emotional Intelligence Pt 1: Understanding and Developing EI	1.5
HROEI2	Emotional Intelligence Pt 2: Mastering EI	1.5
HROEE2	Employee Engagement: 5 Generations in the Workplace	1.0
HROEE1	Employee Engagement: Fundamentals, Impact, & Strategies	1.5
HROEE3	Employee Engagement: Innovative Engagement Ideas	1.0
HROFF1	Feedback to Feedforward Pt 1: Say It Right	1.5
HROFF2	Feedback to Feedforward Pt 2: Say It Right	1.5
HROCO1	Healthy Conflict I: Disagree in a Healthy Manner	1.0
HROCO2	Healthy Conflict II: Styles Used to Resolve Conflict	1.0
HROFT1	High-Performance Teams Pt 1: The Truth About Teams	1.5
HROFT2	High-Performance Teams Pt 2: Building Your Team	1.5
HROLS1	Leadership Styles Pt 1: First 5 of 8 leadership styles	1.5
HROLS2	Leadership Styles Pt2: 3 more styles & Leadership Cycle	1.5
HROLTT	Leading in Turbulent Times	1.5
HROEIL	Leading with Emotional Intelligence	1.5
HROCHG	Managing Change and Acclimating to New Surroundings	1
HRONW1	Networking Pt 1: Personality Types and the Three P's	1.5
HRONW2	Networking Pt 2: Self-Narratives and Survival Kits	1.5
HRSPS1	Public Speaking: Mastering the Art of Public Speaking	2
HROSM1	Stress Management Pt 1: Impacts of Chronic Stress	1.0
HROSM2	Stress Management Pt 2: Relieving Stress, and the 4 A's	1.0
HROTMS	Time Management for Supervisors	1.5
HROORG	Time Management: Organizing for Your Brain Type	1.5
HROTR1	Trust Pt 1: How to Build a Culture of Trust	1.5
HROTR2	Trust Pt 2: Risk, Uncertainty, and Emotional Exposure	1.5
HROTR3	Trust Pt 3: Trust Accounts and Feedforward	1.5
Online*	Leadership or Management related LinkedIn.com/learning modules	
Online*	Leadership or Management related LinkedIn.com/learning modules	
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New Leader Development Program

Must be signed by
BOTH employee and
their direct supervisor

New Leader Development Agreement Form

Employee Name: _____ Title/Position: _____

User ID/(4X4): _____ E-mail: _____ Phone #: _____
(Example: jsmith02 or smit0002)

- This certificate program requires a maximum 18 month commitment. All workshops are offered multiple times throughout the calendar year
- Supplemental workshops are subject to change throughout the calendar year to provide a range of options. Any new workshops added will be reflected on the program completion form
- Each HR, instructor-led, workshop requires a MINIMUM of 5 participants for the workshop to be conducted. In the event there are not 5 participants enrolled, 2 business days prior to the workshop date the workshop will be cancelled, participants contacted, and participants will be enrolled in the next available workshop
- The selection of supplemental workshops, both instructor-led and online learning modules through LinkedIn.com/Learning, will be a collaboration between the participant and their supervisor. All modules selected for online learning must be related to leadership or management
- If there are any expenses (i.e. mileage, books, etc.) associated with participation in this program those expenses are the responsibility of the participant's department/supervisor
- It is critical that the supervisor and the participant regularly discuss progress made in the program. This is important for three reasons:
 - Allows the participant be begin utilizing new skill sets as quickly as possible
 - Participant is able to take advantage of a variety of workshops that will best serve their needs and interests when they are offered,
 - Participant can complete the program no later than the targeted due date (maximum 18 months, minimum 6 months)
- Through this leadership development program, the participant will gain exposure to various types of knowledge and skills that will help develop their leadership abilities. **It is the responsibility of the participant's supervisor to mentor the participant and help them apply learned knowledge, skills, and abilities (KSAs) to their job**

All workshops currently offered via Zoom

FREE!

Career Growth Pt 1: Resumes, Cover Letters, & References (90 mins)
Career Growth Pt 2: Behavioral/Virtual Interviewing Tips (90 mins)
Career Mentoring in the Workplace (120 mins)
Civility in the Telecommuting/Blended Workplace
Customer Service in the Blended Workplace
Effective Communications in a Telecommuting Workplace
Effective Delegation Pt 1: Delegating vs. Abdicating (90 mins)
Effective Delegation Pt 2: Six Steps of Delegation and RACI (90 mins)
Effective Meeting Facilitation (90 mins)
Emotional Intelligence Pt1: Understanding and Developing Emotional Intelligence (90 mins)
Emotional Intelligence Pt2: Master Your Emotions & Revolutionize Your Social Skills
Emotional Intelligence, Leading With (90 mins)
Employee Engagement: Fundamentals, Impact, & Strategies (90 mins)
Employee Engagement: 5 Generations in the Workplace (90 mins)
Employee Engagement: Innovative Engagement Ideas (90 mins)
Feedback to Feedforward Pt 1: Say It Right (90 mins)
Feedback to Feedforward Pt 2: Say It Right (90 mins)
Habits: The Power They Possess (90 mins)
Healthy Conflict I: Disagree in a Healthy Manner
Healthy Conflict II: Styles Used to Resolve Conflict
High-performance Teams Pt 1: The Truth About Teams (90 mins)
High-performance Teams Pt 2: Building Your Team (90 mins)
Hire Right: Staying Legal & Compliant
Hire Right: Virtual Interviewing
Hire Right: Orientation and Onboarding

Leadership Styles Pt 1: First 5 of 8 styles (90 mins)
Leadership Styles Pt 2: 3 more styles & Leadership Cycle (90 mins)
Leading a Blended Team
Leading in Turbulent Times (90 Mins)
Managing Change and Acclimating to New Surroundings
myOU Live - Norman and HSC
Networking Pt 1 - Personality Types and The Three Ps (90 mins)
Networking Pt 2 - Self Narratives and Survival Kits (90 mins)
Professionalism in a Telecommuting Environment
Public Speaking: Mastering the Art of Public Speaking (120 mins)
Stress Management Pt 1: Impacts of Chronic Stress
Stress Management Pt 2: 4 A's , Utilizing Your Senses to relieve stress
Time Management
Time Management - Organizing for Your Brain Type (90 mins)
Time Management for Supervisors: Managing YOUR Time (120 mins)
Trust Pt 1: How to Build a Culture of Trust (90 mins)
Trust Pt 2: Risk, Uncertainty, and Emotional Exposure (90 mins)
Trust Pt 3: Trust Accounts and Feedforward up the chain (90 mins)
Writing Essentials Pt 1 - Nouns & Pronouns, and Rules (120 mins)
Writing Essentials Pt 2 - Verbs/Adverbs/Adjectives (120 mins)
Writing Essentials Pt 3 - Punctuation (120 mins)
Writing Essentials Pt 4 - Complex Writing (120 mins)
Zoom I: Facilitating Online Meetings
Zoom II: Reports, Saved Files, Polls, & Breakout Rooms



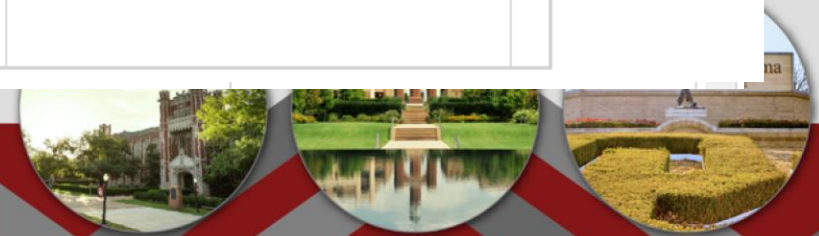
Training Summary

- <https://www.ouhsc.edu/selfserve>

Concur Travel Training	08/25/2017	08/25/2017	Completed
New Employee Orientation - HSC	08/24/2017	08/24/2017	Completed
Hazard Com/Gen Safety	07/07/2017	07/07/2017	Completed
HIPAA Privacy Training	07/07/2017	07/07/2017	Completed
HIPAA Security Training	07/07/2017	07/07/2017	Completed
OnPoint Fire Safety Course	07/07/2017	07/07/2017	Completed
Effective Communication	03/30/2016	03/30/2016	Completed

Other Professional Training

Course Name	Course Start Date	Course End Date	Status	Facility/School



Looking ahead!

- Training Tuesdays
- Introducing a new leadership series: *Inclusive Leadership* (will need to be currently in a leadership role to participate in this series)
 - Changing the Narrative/Why Inclusion Matters
 - Competencies and Strategies for Creating Inclusion
 - The New Work Culture, and Your Role
 - Changing Doers into Leaders
 - WHY??? – series by Simon Sinek
 - Teambuilding
 - DE&I
 - Reward and Recognition
 - Ice Breakers
 - Look for this series in LATE Q3!



L&OD Q&A

- If there is a topic that is of interest to you please share it with us
 - learninganddevelopment@ouhsc.edu
- Questions???
- Final Thought:

You can read books, you can attend workshops, and you can attend conferences; however, until you **USE** what you have learned it is all worthless.





Compensation and Recruiting

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Pay grade mid-point

- There is no HR or budget policy in effect that states a person cannot:
 - Be hired above the pay grade mid-point; however, still within the pay grade
 - Receive a merit increase that would advance them above the pay grade mid-point; however, still within the pay grade

Subject to change by the University



Pay increases (NOT tied to research grant funds)

- In ALL cases, HR assumes the department has the budget to fund the pay increase and has been approved at the appropriate levels of the organization
- In All cases, if the department leadership decides to implement restrictions that are more stringent than those of Human Resources team that is their prerogative

Subject to change by the University



Pay increases (tied to research grant funds)

- Requests are bound by the limits of the research grant
- Increases should not create any inequities among similar positions
- HR does not monitor/control the amounts of research grant pay increases, in most cases these request pass through compensation review, no problem

Subject to change by the University



Recruitment Process

- Non-Exempt positions - MUST be posted for a minimum of 5 Business OR have a minimum of 3 applications
 - Exempt positions - MUST be posted for a minimum of 7 business days, no application minimum
 - These are FSLA requirements
-
- Faculty positions do not flow through HR, that process is done in the Office of the Provost

Subject to change by the University



Retirement

- <https://hr.ou.edu/>

- **HSC Retirement Contacts:**

- **Mackenzie Black**

Retirement Coordinator

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405.271.2180 Ext. 44711

- **Molly Steele**

Retirement Coordinator

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405.271.2180 Ext. 44723

- **Stacey Powell**

Retirement Manager

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