

Effectively
Managing
Your Work
Environment

HR Learning Workshops

New and updated free HR Learning Workshops are now available.

These Workshops are designed to help you effectively manage your workplace. Whether you are an executive, manager or supervisor, our Workshops will provide you with the skills you need to be effective in leading people, ensuring compliance and managing your workplace.

These one-to-two-hour Workshops can be suitcased to your specified work location which provides participants the opportunity to be trained in an environment that allows for discussion of actual employee issues they may be facing.

To schedule a HR Learning Workshop, contact your HR Representative. If your department has unique or additional Workshop needs, please contact Brenda White at brenda.white@ohr.gatech.edu or 894-3418.

Coaching for Improved Performance *NEW*

This interactive and fast paced Workshop is designed to help managers and supervisors develop and discuss strategies, techniques and tools to improve the performance of their employees through coaching. The Workshop provides effective coaching tips to help leaders lead, regardless of whether their employee is a high performer or one that is not currently performing. Also included in this session are important guidelines to follow when having a difficult conversation with an employee.

Career Planning and Professional Development

Career planning and professional development are best practices that provide supervisors and managers with the essential tools needed to develop and maintain a high-performance workforce and ensure employee satisfaction and engagement. This Workshop will convey the power of career planning and the importance of aligning an employee's personal development plan with their career goals and the organization's needs. Participants will learn techniques on how to initiate a career planning conversation and keep it going throughout the year.

The Power of Goal Setting

Supervisors and managers attending this Workshop will learn how setting measurable key performance objectives and standards will promote a culture of accountability within their organization. Participants will learn how to set S.M.A.R.T. (specific, measurable, achievable, relevant and time oriented) goals, discuss real world situations they are facing and be given an opportunity to practice writing measurable goals for their team.

Solutions for Dealing with Challenging Employees *NEW*

This Workshop is designed to help managers and supervisors effectively deal with what can be one of the more frustrating aspects of leadership - how to manage 'high maintenance' employees. Participants will:

- Learn how to recognize and analyze problem behaviors
- Gain an understanding of the effect challenging employees may have on their organization's productivity and morale
- Explore how the manager's own behaviors and actions may be contributing to the employee's high maintenance behavior
- Develop specific steps on how to handle a difficult conversation with an employee and learn how to handle their potential reaction

FMLA Learning Workshop *UPDATED*

This updated Family and Medical Leave Act (FMLA) Learning Workshop addresses the regulation changes that were effective January 16, 2009. The law has been expanded to include provisions for Military Family Leave.

What is the Family & Medical Leave Act (FMLA)?

This federal act, enacted in 1993, allows eligible employees to take up to 12 weeks of unpaid job-protected leave for family or medical reasons.

Learning Workshop Descriptions

Why is learning about FMLA important?

Any individual supervising another employee should know the:

- Broad spectrum of circumstances under which an employee may qualify for a leave under FMLA.
- Protections (i.e. guaranteed job reinstatement) afforded to the employee under federal regulations.
- Technicalities to which employers must adhere in order to comply with federal regulations.
- Failure to understand and comply with FMLA regulations could result in costly legal fees and penalties for the employer and/or individual liability for the manager or supervisor.

ADA Learning Workshop **UPDATED**

This updated Americans with Disabilities Act (ADA) Learning Workshop addresses the expanded scope of the Act's coverage for cases arising as of January 1, 2009.

What is ADA?

This federal act, enacted in 1991, gives civil rights protections to individuals with disabilities. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services and telecommunications.

Why is ADA important?

At some point in our lives, many employees or their family members may encounter barriers to living a high quality life because of a disability. In order to provide an environment where all employees have a strong sense of pride in being a member of the Georgia Tech community, we want to be an employer that openly provides opportunities to individuals with disabilities thus benefiting from the diversity of people; their perspectives, experiences, skills and talents.

Any individual supervising another employee should know:

- When an employee or applicant is covered under the ADA.
- The protections afforded to employees under federal regulations.
- What is considered a 'reasonable accommodation' in a work environment and how to appropriately handle accommodation requests

Failure to understand and comply with ADA regulations could result in penalties, including liability for damages, attorney's fees and costs and significant civil money penalties.

Harassment Learning Workshop

This workshop, available since April 2008, helps participants understand harassment and its implications.

What is harassment?

Harassment is unwelcome verbal or physical conduct directed at an individual or a group because of race, religion, color, national origin, gender, sexual orientation, age, disability, veteran status or any other classification protected by law.

Harassment becomes unlawful when:

1. Enduring the offensive conduct becomes a condition of continued employment, or
2. The conduct is severe or pervasive enough to create a hostile, intimidating or abusive work environment.

Why is learning about harassment important?

The Georgia Tech strategic plan has as one of its goals to "build a diverse community of students, faculty, and staff that enriches Georgia Tech and the society in which we live." In order to accomplish this goal we cannot tolerate an atmosphere that in any manner may discourage individuals from wanting to be a part of our unique and challenging environment.

All employees need to know (1) how to recognize harassment; (2) who can commit harassment; and (3) the protections and remedies for an employee who is being harassed.

Failure to understand harassment or toleration of a work environment where harassment exists could result in disciplinary action up to and including termination for the harassing employee as well as costly legal fees and penalties for the employer.