

HUMAN RESOURCES

Supervisor Segment December 2023

Professional Development Day



[Register Now](#)

The 8th annual Professional Development Day will be held Friday, January 5, 2024 at the Advanced Technology Center (ATC). This event is open to all employees to continue the collegewide culture of professional development and growth.

This year, the keynote speaker will be Tony Bond from Great Places to Work. The title of his keynote is "A Great Place To Work For All: A Value Creator of The Employee and Customer Experience" and starts at 9 a.m. Please encourage employees to attend. [Click here](#) to view presentation offerings and to register. For questions, contact hrtraining@fscj.edu.

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Required Onboarding Events for New Employees

New employees are required to attend the following onboarding events. Human Resources will send calendar invitations notifying new employees of upcoming event dates and times. **Supervisors should ensure that their employees attend.**

Onboarding Event	Who is it For?	When is it Offered?
New Employee Orientation Part 1	All employees	Every other week
New Employee Orientation Part 2	All employees	Every other month
New Employee Reception	Faculty, Administrative, Professional, and Career employees	February, June & October
New Adjunct Reception	Adjuncts	August (during Adjunct Convocation)

For questions, contact humanresources@fscj.edu.

Faculty CBA

On Thursday, November 2, the Union and the Administration agreed to a three-year contract effective August 16, 2023 to August 15, 2026. The Collective Bargaining Agreement (CBA) was approved by the District Board of Trustees (DBOT) on November 14. Supervisors of Faculty are encouraged to bookmark the [CBA](#) for ready reference.

College Holidays and Non-Operational Days

Employees are not required to request leave (and supervisors should not approve absence requests submitted) for College Holidays or Winter Break. Employees who have leave requests previously submitted and approved for dates in which the College is closed for College Holidays or Winter Break should cancel those requests to prevent an impact on their absence balances.

myIMPACT Reminder

Professional and Career Reviews

Ratings for Professional and Career semi-annual reviews are due **December 15**. Supervisors should rate all five competencies, rate Current Goal(s) and enter a Future SMART Goal(s) for the employee.

Viewing Journal Entries on Performance Reviews

Journal entries are an important way that employees can share updates with their supervisor on their performance and goal progress. When an employee shares a journal entry with their manager, the manager is able to view those journal entries in myIMPACT while they are rating the competencies on the employee's performance review. Click "Journal Entries" in the right-hand navigation section then change the Author filter to "All". Journal entries entered for an employee within the last 12 months will populate. [Click here](#) to view a short training video about Journal Entries.

To learn more, visit the [myIMPACT training page](#) for the myIMPACT training guide and training videos.

Contact emprelations@fscj.edu with questions.

Workers Compensation Training

When a college employee is injured or becomes ill as a result of work-related activities, they may be entitled to Workers' Compensation benefits. Supervisors have a significant role in the Workers' Compensation process and should understand the responsibilities and know how to appropriately respond to a workplace injury/illness.

Supervisors are encouraged to participate in [PD 1926 Employee Injuries and Workers' Compensation Benefits](#), to gain a better understanding of the Workers' Compensation process used at FSCJ including how to report injuries/illnesses and the available benefits. This self-paced online course is One Percent Eligible. [Register Now](#)

Supervisor Quick Tips

Emotional Intelligence in Leadership

Click [here](#) to read the full article.

Emotional intelligence in leadership is the ability to understand your emotions and those of others and use that knowledge to inform your interactions as a leader. Emotionally intelligent leaders know how to inspire others, manage expectations, and resolve conflicts. Features of emotionally intelligent leaders include:

Self-awareness

Self-awareness is the ability to understand yourself. It involves knowing your strengths, areas of improvement, emotions, and values.

Effective communication

Effective communication is the ability to exchange information with others effectively. Being able to communicate effectively helps you understand others, which aids empathy.

Self-discipline

Self-discipline is the same as self-management or regulation. It refers to the ability to hold yourself accountable for your actions, principles, values, and goals.

Social awareness

Social awareness is the knowledge of managing interactions with others and responding to various social situations. It involves attributes like politeness, empathy, and respect.

Relationship Management

Relationship management is the ability to create and sustain professional relationships. This includes managing conflict, setting boundaries, coaching team members, and influencing others.

NOTE: Supervisors are encouraged to complete the online training course [PD 5232 Emotional Intelligence](#) to learn ways to improve their emotional intelligence in the workplace. [Click here](#) to register.

Training & Organizational Development

Professional Development Spotlight

[PD 1872 Understanding the Employee Termination and Transfer Process](#)

Tuesday, January 30

10a.m. - 11 a.m.

[Register Now](#)

Supervisors will learn how the termination and transfer processes work whether the employee is moving to another department or leaving the College. In addition, there will be a live demo of the new Electronic Clearance form that is required to be used.

[Click here](#) to view current College course offerings.

