

# HUMAN RESOURCES

**October 2018**

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## **Direct Reports & My Manager Tasks**

Supervisors can view an abbreviated list of their direct reports on the main page of [myFSCJ](#). Details for direct reports, absence data for direct reports, work list approvals and more can be found in the “quick views” section. By using the direct paths in [myFSCJ](#), supervisors can quickly access tabs. An explanation of direct reports paths and guide to the manager tasks self-service tab are available on the [Manager Resources](#) page of the [HR website](#).

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## **Health Advocate EAP Referral Process**

The Management Assistance Program component of Health Advocate’s EAP+Work/Life service gives managers and supervisors guidance to become more effective leaders. Health Advocate is available to assist in working through difficult workplace situations as well as referring an employee to the EAP. Support is also available with the following:

- *Improving Leadership Skills*
- *Keeping Employees Engaged*
- *Managing Disruptive Events*
- *Promoting Work/Life Balance*
- *Resolving Employee Conflicts*

The [EAP referral process](#) provides more details on the role of a manager and supervisor in employee intervention and referrals. The Health Advocate EAP+Work/Life Program is available at any point in the process and can provide coaching regarding the management of troubled employees. Please email [answers@HealthAdvocate.com](mailto:answers@HealthAdvocate.com) or call 877-240-6863 with questions.

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## **Training and Organizational Development**

### **Professional Development Calendar of Events**

Supervisors have the privilege and responsibility of coaching and developing their employees. To assist those efforts, the Office of Training and Organizational Development has created a new [Event Calendar](#),

which contains all of the trainings that are currently scheduled. Employees can use this calendar to register for supervisor recommend trainings.

### Specialized Training Sessions

The TOD office can arrange specialized training sessions and particular trainings for teams and departments. In addition to AFPD trainings, supervisors can select from the wide range of soft skills trainings that the Employee Assistance Program provides. View the [2018 EAP Resource Catalog](#) for descriptions of the course offerings. Please email [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) to schedule a team session.

### Professional Development

For video or written instructions on how to enroll in professional development courses, visit [this page](#). View the [Training and Organizational Development website](#) for a variety of helpful professional development resources. Please contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) with general questions about classes or issues registering. The following offerings are one percent (1%) salary incentive approved.

Date	Time	Topic	Class Number
October 29 – December 18	Online	AFPD 5220 – Organizational Communication	5601
October 29 – December 18	Online	AFPD 5231 – Decision Making Assessment and Evaluation	6288

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