Clemson University Office of Human Resources Presents

Seven Fundamentals for Supervisors
A Seven-Week Webinar Series

Every Wednesday, from March 22nd to May 3rd
9:30 AM - 11 AM

The Office of Human Resources is hosting a seven-week webinar series that explores supervisory operational functions as they relate specifically to human resources. Your journey to greater supervisory effectiveness starts with a deep dive into the standards, responsibilities and expectations of supervisors at Clemson University!

Learn more: clemson.edu/employment/worklife/supervisor-webinar-series

Register now! Limited enrollment!
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FUNDAMENTAL I: INTRODUCTION TO SUPERVISION
Chief Human Resources Officer, Michelle Piekutowski, and attorney, Chris Johnson, lead a discussion of the many roles and responsibilities of supervisors, including the expectations and challenges of effective management, the important role supervisors perform, and laws that need to be at the forefront of any supervisor’s decision making.

Date: Wednesday, March 22, 2017
Facilitator: Michelle Piekutowski, CHRO, OHR and Chris Johnson, J.D., Gignilliat, Savitz & Bettis, LLP
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FUNDAMENTAL II: HIRING
Supervisors gain an overview of the hiring process and the specific role they perform that facilitates the goal of meeting hiring objectives.

Date: Wednesday, March 29, 2017
Facilitators: Josh Brown, Talent Acquisition Manager, OHR, and Pablo Unda, International Employment Manager, OHR
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FUNDAMENTAL III: ONBOARDING AND OFFBOARDING
This webinar takes a two-part approach to examine the processes involved in effectively welcoming new employees and properly separating employees from the University. Supervisors will benefit from an outline of the critical role they play in both processes, and the related policies and procedures that support each employee transition.

Date: Wednesday, April 5, 2017
Facilitator: Vivian Morris, Director of Retention and Engagement, OHR
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FUNDAMENTAL IV: PAYROLL
Supervisors will gain an appreciation of their role in employee timekeeping and the processes and procedures that ensure the University’s effective compliance of federal laws associated with timekeeping.

Date: Wednesday, April 12, 2017
Facilitator: Ami Hood, Payroll Director, Payroll
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FUNDAMENTAL V: BENEFITS
Supervisors will gain from an overview of the full array of the University’s employment benefits, applicable laws, and the University’s leave program. Administrative procedures and the defined roles of departments and members of the Office of Human Resources will be discussed.

Date: Wednesday, April 19, 2017
Facilitator: Lisa Gagnon, Benefits Manager, OHR
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FUNDAMENTAL VI: CLASSIFICATION AND COMPENSATION
Supervisor will gain an appreciation of their role in Clemson’s classification and compensation process for their employees along with a basic understanding of these key elements:
- The job evaluation and classification process
- Compensation guidelines and salary administration
- The Fair Labor Standards Act (FLSA)
- Related policies and procedures

Date: Wednesday, April 26, 2017
Facilitator: Jamie Byrne, Interim Classification and Compensation Manager, OHR
Click HERE to register

FUNDAMENTAL VII: EMPLOYEE RELATIONS
Supervisors will benefit from this overview of Clemson’s performance management process as well as the employee relations function that the Office of Human Resources provides. Additionally, this webinar will provide supervisors with information on applicable processes and policies related to misconduct and discipline.

Date: Wednesday, May 3, 2017
Facilitator: Michelle Cato, Senior Manager, Performance and Learning, OHR
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If you have any problems with Adobe Connect, please refer to CCIT’s Adobe Participant Quick Start Guide found HERE.
YOUR EXPERT PRESENTERS

Michelle Piekutowski
Chief Human Resources Officer

Josh Brown
Talent Acquisition Manager

Jamie Byrne
Interim Classification and Compensation Manager

Michelle Cato
Performance and Learning Manager

Lisa Gagnon
Benefits Manager

Ami Hood
Payroll Director

Chris Johnson, J.D.
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Vivian Morris
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REGISTER NOW! LIMITED ENROLLMENT!