

**Subject:** Instant HR/Payroll: Emerging Leaders Supervisor Series, Save the Dates - Telework Week and Spring into Well-Being, Org Chart Reminder, and Early Bird Rates Ending for Leading to Well-Being Conference

**Date:** Wednesday, February 22, 2017 at 3:00:28 PM Eastern Standard Time

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### **Career Well-Being: Apply to the Emerging Leaders Supervisor Series**

Applications are now being accepted for the pilot cohort of the Emerging Leaders Supervisor Series (previously the New SUPERvisor Series). Applicants must be Mason faculty or classified staff, and must supervise at least one employee who is faculty or classified staff. The series will begin in March 2017 and run until April 2018. In addition to the curriculum, participants will have the opportunity to receive 360-degree feedback about their leadership and will work with assigned workplace coaches to set goals related to their growth as a leader. Each participant will complete a developmental project and will have the opportunity to work with peers across the university to learn more about the institution and to build a network of fellow supervisors. Application materials and a program schedule can be found at <http://hr.gmu.edu/learning/supervisor.php> . **The application deadline is Friday, February 24 at 5:00 pm.** Please contact Robyn Madar, Program Manager/Trainer, at [rmadar@gmu.edu](mailto:rmadar@gmu.edu) with questions.

### **Career Well-Being: Save the Date - Spring Telework Week at Mason, March 13-17**

Have you ever contemplated teleworking? Now's the time to try it out! From March 13-17, Mason will be celebrating its own Telework Week over the university's Spring Break. An abbreviated, 1 page agreement will be available soon at <http://hr.gmu.edu/>. Please note that those who participate in Telework Week are doing so under the Flexible Work Policy, #2202 (<http://universitypolicy.gmu.edu/policies/flexible-work/>). Signing the abbreviated agreement binds the employee/supervisor to the terms and conditions of the complete telework agreement.

### **Reminder - Action Item: Organizational Charts**

Although the deadline has passed, we are still awaiting updated org charts from some Departments/Schools/Divisions. If you haven't yet submitted your org chart, please send them to us as soon as you can. The org charts should include name & either the title or position number for all benefited faculty and staff positions. Non-benefited positions should be included too, but can be grouped into one box such as "4-6 SW/GR/GA, 2 WG, 4 Adjuncts" under their supervisor.

Please send the org chart(s) and/or questions to Workforce Planning at [workplan@gmu.edu](mailto:workplan@gmu.edu).

### **All Types of Well-Being! Reminder - Save the Dates: Spring into Well-Being**

Spring into Well-Being 2017, a celebration of well-being at Mason, is being held from March 20-April 28. Spring into Well-Being is a wonderful opportunity to showcase Mason programs and events that highlight or support a dimension of well-being (physical, career, social, community, psychological and financial) and are open to the Mason community. Submit your program/event to the Google Doc (<http://bit.ly/SIWB2017>) **by February 24th** to be included in materials for the Spring into Well-Being celebration.

Spring into Well-Being and Mason's Well-Being University initiative are dedicated to helping faculty, staff, students, and alumni build lives of vitality, purpose, resilience, and engagement. To learn more, visit <http://wbu.gmu.edu>.

### **All Types of Well-Being! Early-Bird rates for the Leading to Well-Being Conference end March 3!**

Don't miss your chance to get both your Mason employee discount and early-bird discount for this year's

Leading to Well-Being Conference. This year's conference focuses on building resilience and features keynote speakers Arianna Huffington and Dr. David Rock. It includes four optional ½ day Thursday Intensives, and more than 16 Friday sessions! You can also choose to attend the Saturday conference on Contemplative Practices for 21st Century Higher Education. Choose to attend one or all three days!

Join us for deep and substantial learning with some of the nation's top resilience and leadership experts.

Grab your Mason employee & early-bird discount today! Register at [leadingtowellbeing.gmu.edu](http://leadingtowellbeing.gmu.edu)

Co-sponsored by MasonLeads and the Center for the Advancement of Well-Being.

Contact Jeanne Bliss with any questions: [jbliss1@gmu.edu](mailto:jbliss1@gmu.edu)

*Please share all or relevant parts of this Instant HR/Payroll with your faculty and staff. Thank you!*