

New SUPERvisor Series Newsletter



New SUPERvisor Series
Graduates 2008

Training Recognition Ceremony

The Training Recognition Ceremony was held April 18, 2008 to honor the "graduates" of the New SUPERvisor Series and recognize other partners who support HR&Payroll Training at Mason.

Dr. Merten was there to celebrate the accomplishments of our supervisors. Please visit the Training website to see pictures of each supervisor receiving their award. The Supervisor who graduated are:

Lisa Andion, DoIT - Learning Support Services
Angela Ballesteros, IT Security & Project Management
Connie Berhe, Library
Paul Done, School of Management
Roshanda Harris, College of Education & Human Development
Kathy Jovancevic, University Police
Asifa Khan, Print Services
Quyen Le, Purchasing and Accounts Payable
Amy Moffitt, International Programs & Services
Jean-Richard Rosemond, Library
August Runge, Student Centers
Sarah Seeberg, Creative Services
Joe Sobieralski, University Operations
Mathilde Speier, College of Visual & Performing Arts
Jennifer Torney, School of Public Policy
Lamont Williams, DoIT - Operations
Christina Wulf, Library

We congratulate these supervisors on their accomplishment! They are also available to answer questions for any supervisors who are presently going through the series. They have much experience and some strategies for how to complete the series while getting their jobs accomplished at Mason.

See pictures of the supervisors receiving their awards on the HR&PR training webpage <http://hr.gmu.edu/training/>.



Important News

- Register for classes on the HR/Training website!
- If you have an idea for an optional class let us know so that we can schedule it!
- Classes are subject to **change** – check the HR/Training website for updates
- After the class send the evaluation to 3C3 for credit!

“One moment sharing a good word can translate into hours of high productivity.”

~ Hal Pitt, management consultant

For answers to questions:
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993-2621
LARoth@gmu.edu

<http://hr.gmu.edu/training/>

SUPERvisors in the Series SPEAK OUT!

By Paul Done (taken from his blog)



Paul Done accepts New SUPERvisor Series Award from Dr. Merten, President of George Mason University

SUPERVISOR GRADUATE

Several weeks ago I indicated that I had completed a Supervisor Training Program at George Mason University (GMU). One of my final commitments was to briefly write about what I gained from the experiences as well as how such a program might benefit others.

Gained

The “*what’s in it for me*” idea is one of the first things we think about. I began the program because I wanted to be a better supervisor. I knew my skills regardless of how good I think I am could always use honing. I started by taking a three hour course on Covey’s Third Habit of Highly Effective People – Time management. The ideas, practices, and methods introduced in this discussion carried throughout the other seminars. After finishing 10 similar classes each 3 hours or more, I learned tactics, techniques, and tools to be a better supervisor.

Know What I Don’t Know

As a result of this learning I know there is much more to learn. Much of this program is the warm and fuzzy side of being a supervisor. I know now that management is more than just being a boss; it requires one to be a leader. Stand in front, take the arrows, define the path ahead and encourage people to *want* to follow you.

Next Steps

GMU’s President Merten (pictured above) spoke at the graduation ceremony that such training has prepared us to be better in our current job, and should prepare us for our next job. After his remarks, HR Deputy Director, Pat Donini, quickly added that President Merten meant our next job within the University. The skills in this program will help us (at least me) to be better in my current job, and better prepared for my next job.

New SUPERvisor Series Project

Eleven supervisors met in a classroom in the JC for the entire day to present and discuss their projects. Some were very prepared and others were nervous. All knew that they would be eating lunch provided by Sodexo at noon and that they could take some breaks to relax. Some wanted to go right away to “get it over with” and others did not specify a preference. All of them were there to share the self or staff development project that they had designed, implemented and completed.

Amy Moffitt went first and told us about an employee’s staff development. Each of the supervisors realized that “nothing leaves the room” and confidentiality is key. After Amy presented the others in the room asked her questions and compared their situations to hers. A very good discussion ensued and the supervisors laughed, cringed and responded to each other as one-by-one they took a turn.

Supervisors who are new to the series usually have some questions about the project. They are unsure about what topic to choose. Some of the topics that were presented during the last “retreat” were:

- Planning and Managing the Integration of Two Complementary Work Teams, Following a Reorganization
- The School of Management Application of Data Security
- Evaluate the status of the staff within the office and ensure that their employment experience is a mutually beneficial endeavor
- How to deal better with a VIDP – a very important difficult person
- Enlighten staff and myself in the differences in cultures



Amy Moffitt decided to be the first supervisor to share her project.

FAQs for the New SUPERvisor Series



The most frequently asked questions...

Q: I would like to take a different optional class than what is listed currently on the website. What should I do?

A: Suggest the class you would like to take or teach. We have had supervisors teach the optional classes in the past. Also, if you find a class somewhere you may be able to get credit for the series (it must be instructor led and at least 3 hours long). Or make a suggestion and we can offer the class or topic for the New SUPERvisor Series.

Q: I am listed as being in the New SUPERvisor Series but have not had the time to participate in almost a year. What should I do?

A: Get creative. Where there is a will, there is a way. If you cannot make it to a class, find other ways to fulfill the requirements.

Q: My mentor does not have time to meet. Should I get a new mentor or just take longer to complete the series?

A: It is your choice. Each person has the option of changing mentors (one supervisor had 3 mentors over a year). Feel free to use other options. Remember, you don't have to meet face to face. Phone or email can work, however, meetings work best.

Q: Some of the required classes don't apply to me because I don't supervise classified employees.

A: You can choose a different option other than a required class. Interview one of the presenters, create your own policies to share with a group, meet with others who supervise wages employees and share that experience. Build your own class. There are many different options to learn and grow in the New SUPERvisor Series – not only what is on paper.

Q: My supervisor told me that I should enroll in this series. Does that mean that I need guidance? I always thought that I was a really good supervisor. I've never gotten any complaints!

A: Many supervisors are hearing from their VPs that they should join the series. The Provost and Senior Vice President are encouraging their direct reports to have their staff members join the series. Many colleges and universities have programs such as this; Mason has the most comprehensive in Virginia. They want growth and challenges for all employees. If you were chosen by your supervisor, it could be to offer you a new challenge. It is difficult to complete the series. This is a time management challenge, a scheduling challenge and a learning opportunity. Take the challenge! Prove that you can finish what you start and obtain the knowledge and that beautiful plaque.



SUPERvisor Series Cohorts

September 2006

Andion, Lisa
Baker, Kimberley
Bearor, Marcia
Braxton, Sonya
Brodeur, Brian
Bryson, Steven
Davis, Dustin
DeLashmutt, Kirsten
Evola, Josephine
Gomperts, Barbara J
Halilovic, Mira
Johnson, Sazara R
Jones, Akilah A
Ko, Jang Wan
Le, Quyen
Long, Jamey
Neuber, Kristine S
Nolder, Sheridan (Lisa)
Phelps, Laurellen J
Phipps, Zane S
Rajan, Meena
Rosemond, Jean Richa
Roth, Lori Ann
Sealey, Nicole
Sokol, George
Speier, Mathilde
Staggs, Catherine
Torney, Jennifer
Winkler, Laura

March 2007

Antrim, James
Ballesteros, Angela
Berhe, Connie
Blacksten, John
Bodenheimer, John
Cohen, Barbara
Corneille, Nataki
Done, Paul
Doody, Rachel
Feng, Jingxiao
Ford, Kim
Foster, Jim A.
Harris, Roshanda
Huff, Rodney
Jovancevic, Kathryn

Khan, Asifa
Lee, David T.
Lee, Geraldine
Manuel, Julia
McDaniel, Carey
Stevens, Sean
Tasaki, Cynthia
Williams, Debbie
Wulf, Christina

October 2007

Arnett, John
Brooks, Colette
Cantwell, Evan
Duval, Sara
Lim, Michelle
Moffitt, Amy
Nolder, Lisa
Ouelette, James
Ozernoy, Maryanne
Petterson, Lori
Runge, August
Seeberg, Sarah
Sobieralski, Joe
Theroux, Manon
Troutman, Rhonda
Tucker, Mery
Williams, Lamont
Vaxmonksy, Mary

March 2008

Allen, Earl
Antonini, Jennifer
Blandon, Juan "Carlos"
Brooks, Stephen
Crockett, Christina
Ellis, Keith
Farris, David
Hughes, John
Marsh, Mecca
Singleton, Korey

*The Grey names are the participants who have dropped from the series.
These Supervisors have graduated.