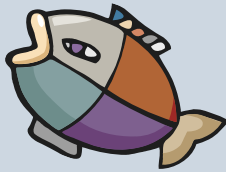


New SUPERvisor Series Newsletter

Largest One Yet!



New SUPERvisor Series
Cohort
September 2008

The 2008 September Co-hort is the largest yet! Twenty-five new supervisors joined the most recent cohort and classes are at an all time participation rate.

If you wanted to meet other supervisors from different departments and share your experiences, this is the time. This is indeed an exciting time for supervisors in the New SUPERvisor Series. Participants who graduated from the New SUPERvisor Series in April overwhelmingly described the mentoring and networking with peers as the most beneficial benefits of the series that they did not expect. Most of the participants were interested initially in taking the classes and building skills, knowledge and a more efficient way of working with their employees. The supervisors' who had networked with others in the classes and after the project noticed that they learned and retained more about the class that they had just attended.

Project Retreat! Plan ahead

New SUPERvisor Series graduation is in April 2009. Plan to get your project finished soon so that you may just concentrate on your classes.

You can complete the project at any time during the New SUPERvisor Series. The requirements are that you have at least 6 hours invested in the project and it should be a self-development or staff-development project. Ask your mentor for ideas about your project. The retreat for the project is as follows:

Class:	New SUPERvisor Series: Retreat
Date:	Friday December 12, 2008
Location:	Campus: Fairfax Building: Johnson Center Room: Assembly Room F
Start Time:	9:30 am
Duration:	7 hour 00 minutes



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!
- If your classes do not seem to be updated quickly and still say “**pending**,” please be patient. New interns are in the learning process.

“Arriving at one goal is the starting point of another”.

~ John Dewey

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

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

SUPERvisors in the Series SPEAK OUT!

**An Interview with new participants
By: Mar'esha Farrish (HR&PR Intern)**

The Kickoff for the New SUPERvisor Series has started for the September 2008 cohort and the supervisors seem to be enjoying themselves so far.

When asked why they took the New Supervisor Series, Patricia Peacock Director of Prince William Mason Enterprise Center says that "You can always learn additional information about how to become a better supervisor." She also states that "By being new to George Mason University I really would like to learn George Mason University's Philosophy on supervising."

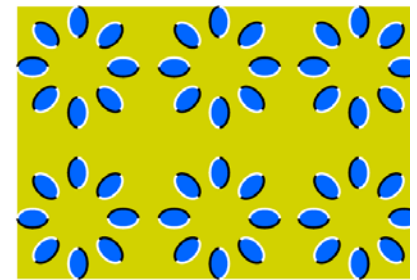
Michael Snipas, Field Services Technician would agree. Though he has been working for George Mason University for 12 years, he says, "This is an important step for me. I have been a supervisor before but that was a long time ago and in my new position as at Team Leader I can further meet my goals and grow within my job. I also can better understanding how to help my employees become better at what they do by communicating with them, and further gain better rapport."

So whether you are a new employee here at Mason or have been here for years the New Supervisor Series can further help your career at Mason. The required classes are offered to support the new supervisor in learning policies and procedures. For example some of Mecca Marsh's, Associate Director of Training & Programs, favorites so far have been Employee Relations: Performance and Appraisal Conduct. The New Supervisor Series is a great tool offered to help Mason supervisors grow further in productivity.

Stress and the New Supervisor

According to the American Institute of Stress, <http://www.stress.org/job.htm>, "occupational pressures and fears are far and away the leading source of stress for American adults and that these have steadily increased over the past few decades". The NIOSH report is an excellent resource that cites the following:

- 40% of workers reported their job was very or extremely stressful;
- 25% view their jobs as the number one stressor in their lives;
- Three fourths of employees believe that workers have more on-the-job stress than a generation ago;
- 29% of workers felt quite a bit or extremely stressed at work;
- 26 percent of workers said they were "often or very often burned out or stressed by their work";
- Job stress is more strongly associated with health complaints than financial or family problems.



Find out more about stress in the workplace and take the online stress quiz to see if you or your co-workers are stressed in the workplace <http://www.stress.org/2001Harris.pdf>.

If you feel that stress is affecting your workplace, call the HR&PR training department. There are many videos and trainings available to detect and combat the effects of stress in the workplace.

FAQs for the New SUPERvisor Series



The most frequently asked questions...

Q: I would like to bring someone with me who is not in the New SUPERvisor Series. Is that OK and what should I do?

A: Sure, that is just fine, most of the time. Sign them up on the HR&PR training website, just as you would register for a class. Email lroth@gmu.edu just to make sure there are enough supplies for the class.

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: I am very confused about the **project**. What should I do?

A: Feel free to contact any supervisor who has completed the new series and ask questions. Look at past newsletters on the website and get some ideas. Ask your mentor for ideas after you complete your 360 evaluation. A mentor can be the best inspiration and sounding board for the project.

Q: What takes place during the **project/retreat**?

A: Each participant comes prepared to share information about their project and to answer questions. The participants draw names for the order (or just volunteer). Each participant is prepared with the written answers to the four questions needed to complete the project.

1. What was the purpose of the project?
2. What steps did you take to ensure that the project was successful?
3. What was the outcome?
4. What did you learn from this process?

The participant who is presenting will distribute their answers to each other supervisor in the room. They will then discuss their project for about 15 -20 minutes. The remaining time is used for the others in the room to ask questions about the project. Each person has ½ an hour for their project. There is also a free lunch if there are six or more participants.

Q: My Mentor just left the University! What do I do?

A: Don't panic! You can keep the same mentor. Remember, the criteria for a mentor is that the person has to be a good supervisor. Your mentor can be your present supervisor or your Uncle Joe. As long as your mentor has the time to work with you at least 1 hour a month for 6 months it will not matter if they work with Mason or not.

Q: One of my co-workers wants to start the series. What should I tell him/her?

A: Each March and September we start a new cohort. Have them wait until the next Kickoff and have them sign up on the website. They can start taking the classes early if they are a few months from the next kickoff. Just make sure that the evaluations are complete and sent to HR&PR training. MS 3C3.

SUPERvisor Series Cohorts

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
Singleton, Korey

September 2008

Andrews, Betty
Bosik, Joanna
Carpenter, Calvin
Coratolo, Jennifer
Detlev, Angela
Galvan, Chris
Gibson, Kevin
Hunt, Philip
Johnson, Susan
Lafleur, Leroy
Kihiu, Karen
Martin, Amanda
Marsh, Mecca
Peacock, Patricia
Royal, Dennis
Shearer, Zachary
Snipas, Mike
Snyder, Claire
Stedment, Diann
Seamans, Everett

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

These Supervisors have graduated.