



Module 1

**October 23, 2019
8:00am – 4:30pm
Doak Conference Center**

Agenda Overview

Giving and Receiving Feedback

Most employees feel they do not receive the proper feedback to grow, develop, or gain skills. Leaders want their teams to grow, but cannot find the words. An ineffective team member lingers too long. Sound familiar? The focus of this session is on receiving and giving feedback with a new experiential learning process to practice these skills and receive individualized coaching from Human Resources professionals in the process.

Employee Coaching

Coaching is an ongoing process of helping employees identify and overcome obstacles hindering them from excelling at their jobs. A key role of every leader is to coach each member of your team to achieve their best job performance. In essence, opportunities for coaching your team will occur daily, both formally and informally. By incorporating coaching into your daily routine, you can create an environment of teamwork and collaboration, recognize effort and celebrate success, and enhance your team's overall performance.

Employee Corrective Action

When an employee's performance or conduct is not in line with the standards expected of a university employee, a leader has the responsibility to investigate the situation so that facts are known and to take actions that provide a means of correction. During this session, you will learn how to effectively address employee conduct through interactive methods and roleplay.

Module 2

**November 19, 2019
8:00am – 4:30pm
Hall of Nations – International Cultural Center**

Agenda Overview

Texas Tech University's Financial Landscape – Part 1

Have you ever wondered where the university gets its money or how your department fits into the university's \$1billion dollar operating budget? Noel Sloan, Texas Tech University's Chief Financial Officer and Vice President for Administration and Finance, will answer those questions and more as she demystifies Texas Tech University's financial landscape.

Texas Tech University's Financial Landscape – Part 2

This session is a hands-on workshop utilizing the knowledge learned during the Financial Landscape Part 1 presentation.

Legislative Process in Higher Education

Did you know that during the regular 85th legislative session, 6,631 bills and 169 joint resolutions were filed? From those filed during the regular session, 1,211 bills and 9 joint resolutions were passed. During this module, you will understand how the legislative process works and the impact it has in higher education.

Module 3

January 22, 2020

8:00am – 4:30pm

TLPDC, Room 153

Agenda Overview

Effective Leadership: Ethical Leadership, Servant Leadership, and Emotional Intelligence

Ethical leadership, servant leadership, and emotional intelligence all have certain characteristics in common that contribute to being an effective leader. During this session, Dr. Angela Lumpkin, Professor and Department Chair for Sport Management in the Department of Kinesiology & Sport Management, will share her insights about effective leadership.

Leading with Credibility by Mastering the Art of Public Speaking

The ability to express your thoughts and ideas in a clear, confident, and convincing manner is essential in establishing yourself as a credible leader. In this session, Dr. Rob Stewart, Senior Vice Provost and Professor in the Department of Communications Studies, will share skills and strategies to master the art of public speaking.

Leading with Questions

Great leaders know what motivates, inspires, and challenges their employees, colleagues, and teams. During this interactive session you will learn how to motivate employees, solve problems, lead high-performing teams, improve the performance of your department, and retain your best employees simply by asking the right questions.

Emergency Preparedness and Business Continuity Planning

Imagine arriving on campus to find that the fire sprinklers malfunctioned sometime during the night and now your entire department is under water. As a leader, do you have a plan in place so that business can continue with little or no disruption? Now imagine that this happened during your busiest time of the semester. Is your plan to continue business with little or no disruption still a good plan? In this session, Jodie Billingsley, Assistant Vice President for Human Resources will lead you through emergency preparedness and business continuity planning so you will be ready when disaster strikes.

Module 4

February 19, 2020

8:00am – 4:30pm

McKenzie-Merket Alumni Center

Agenda Overview

Strategic Hiring, Affirmative Action, Diversity and Inclusion

Do you dread being on a search committee or interviewing for an open position? Do you have one position in your department that is continually vacant? Why does Human Resources review all job postings to ensure there is an affirmative action statement at the bottom? Does the university have job placement goals? What is the difference between affirmative action and diversity? Inclusion? If you feel overwhelmed by the hiring process, you are not alone. In this session, Jodie Billingsley, Assistant Vice President for Human Resources, will share her insight on how to hire strategically by selecting those candidates who add value to your department and not just fit in. You will learn what affirmative action is, why diversity *and* inclusion matter, and how you can make a difference.

FMLA, ADA, Pregnancy, Parental Leave, Worker's Comp, Sick Leave, and Sick Leave Pool: What Staff *and* Faculty Supervisors Need to Know

How do you supervise an employee who misses work periodically or frequently due to migraines? Is it okay to fire an employee who hasn't returned to work after having a baby? Should you involve Human Resources? Does FMLA apply to faculty? If you work in a small department with limited funding, are you required to pay for workplace accommodations under the ADA? In this session, Todd Phillips, Associate Managing Director for Human

Resources & Deputy ADA Coordinator for Employees will help you navigate the sea of federal, state, and university leave laws, regulations, and policies. Through interactive scenarios, you will learn how the laws, regulations, and policies work together, and you will be able to identify what key words or phrases, when said by your employees, require action as a leader.

Module 5

March 27, 2020

8:00am – 4:30pm

Texas Tech Club, West Side, Suite Level 1

Agenda Overview

Transitioning from Faculty to Administrator and then back to Faculty ... and then back to Administrator. The Opportunities, Challenges Along the Way, and Lessons Learned

During this session, Dr. Cogliser, Professor and Area Coordinator in the Rawls College of Business, will take us on her journey as she transitioned from faculty to administrator and then back to faculty ... and then back to administrator. You will have a front row seat while experiencing the opportunities she was presented, the challenges she encountered, and the lessons learned along the way.

Succession Planning

If a key member of your college or department resigns tomorrow, do you have someone who is prepared to step in and perform those duties with little or no lapse in service? While you are out of the office for an extended period of time, will you come back to a clean desk because all of your duties have been sufficiently handled or will you come back to unsurmountable stack of work including projects with missed deadlines? During this session, you'll learn what succession planning means, why it is essential in maintaining a high-performance environment, and how everyone benefits.

Negotiating a Seat at the Table

Think about the last time you were asked to carry out a project resulting from an idea that was sparked during a closed-door leadership meeting that you were not a part of. Or, the last time you were asked to join a committee and during your first meeting, you realized this committee had been meeting all semester long. Even though you attempt to add value, it can be difficult while you are discerning the actual purpose of the project or committee. In these situations, do you find yourself wondering if your contributions be more relevant if you had been involved from the beginning or maybe you spent the entire meeting wondering if you should even be involved at all? During this session, Suzanne Tapp, Executive Director of the Teaching, Learning, and Development Center, will help answer those questions and more by guiding you to be a strategic thinker through the use of context-based reflective questions.

Leading Your Faculty and Staff Colleagues - Panel

Do you ever wonder how, or why, they do it? During this session, you will have the opportunity to ask a panel of key leaders at Texas Tech University questions about leadership strategies, successes and failures, and how to successfully lead your faculty and staff colleagues.