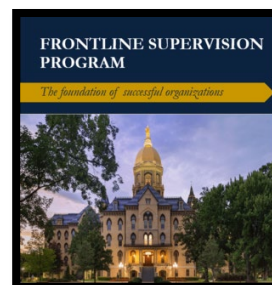


## FALL 2019 FRONTLINE SUPERVISION PROGRAM

Frontline Supervision (FLS) is a certificate program designed to develop the skills necessary to lead at the frontline of supervision at the University of Notre Dame. Learning methods include case studies, small and large group discussions, and practice exercises. The program consists of eight sessions that offer maximum “how-to” skills which can be applied immediately on the job.



**SCHEDULE:** The AM group meets from 8:30am – 12:00pm, and the PM group meets from 1:00pm – 4:30pm. All regular sessions meet in Grace Hall, Lower Level Training Room. Participants and their managers are required to attend the series Kickoff on **Thursday, Aug 15, 2019, from 8:30am – 10:00am, in Morris Inn, Private Dining Rooms**. Participants are also required to attend the series Summit, which is on **Thursday, Dec 5, 2019, from 8:30am – 4:00pm, in Morris Inn, Smith Ballroom**. Participants’ managers are invited back for the closing reception immediately after the Summit.

Series-at-a-Glance			
SESSION	DATE	TIME	
		AM	PM
1. Roles & Responsibilities of Today’s Supervisor	Thursday, Aug 22, 2019	8:30am - 12:00pm	1:00pm – 4:30pm
2. Leading with Emotional Intelligence	Thursday, Sep 5, 2019	8:30am – 12:00pm	1:00pm – 4:30pm
3. Creating a Safe Workplace	Thursday, Sep 19, 2019	8:30am – 12:00pm	1:00pm – 4:30pm
4. Leadership Communication: Connect and Communicate for Exceptional Results	Thursday, Oct 3, 2019	8:30am – 12:00pm	1:00pm – 4:30pm
5. Prioritizing, Planning, Organizing, and Time Management	Thursday, Oct 17 2019	8:30am – 12:00pm	1:00pm – 4:30pm
6. Accountability: Cultivating it in Yourself and Your Team	Thursday, Oct 31, 2019	8:30am – 12:00pm	1:00pm – 4:30pm
7. Positive Workplace Culture	Thursday, Nov 14, 2019	8:30am – 12:00pm	1:00pm – 4:30pm
8. Dealing with Conflict and Change Management	Thursday, Nov 21, 2019	8:30am – 12:00pm	1:00pm – 4:30pm

**ELIGIBILITY:** Participants must currently supervise others (i.e., responsible for their performance evaluations in Endeavor).

**COREQUISITE:** Participants must complete **“ND Essentials for Managing People”** workshop in order to receive their certificate. If participants completed the workshop anytime within a 3-year period **prior** to enrolling in Frontline, they are excused from the corequisite. They will be required to confirm their attendance. Dates for *ND Essentials for Managing People* can be found in [Endeavor](#).

**ATTENDANCE:** Participants must attend all eight sessions, the Summit, and have completed the corequisite to receive a certificate of completion. Participants **cannot miss more than two sessions** due to unexcused absence. Each unexcused absence will result in a charge of \$100/session to the participant’s department. Examples of unexcused absences include meetings, vacation days, and increased/unexpected workload. The participant must make up the missed session with the next cohort to receive their certificate. If participant withdraws from the program after the program is in session, the participant’s department will incur a \$300 late cancellation fee.

**REGISTRATION:** Registration is a two-part process:

- 1) Complete registration through Endeavor
- 2) Submit a signed *Letter of Commitment* form by **5:00 p.m., Friday, Aug 9, 2019**, to [askhr@nd.edu](mailto:askhr@nd.edu) or [madeniyi@nd.edu](mailto:madeniyi@nd.edu). The form is accessible via the HR website (*Maximizing Your Potential → Learning Series → Frontline Supervision*).

Please direct inquiries to Dr. Mary Adeniyi at [madeniyi@nd.edu](mailto:madeniyi@nd.edu).