

**Agenda**

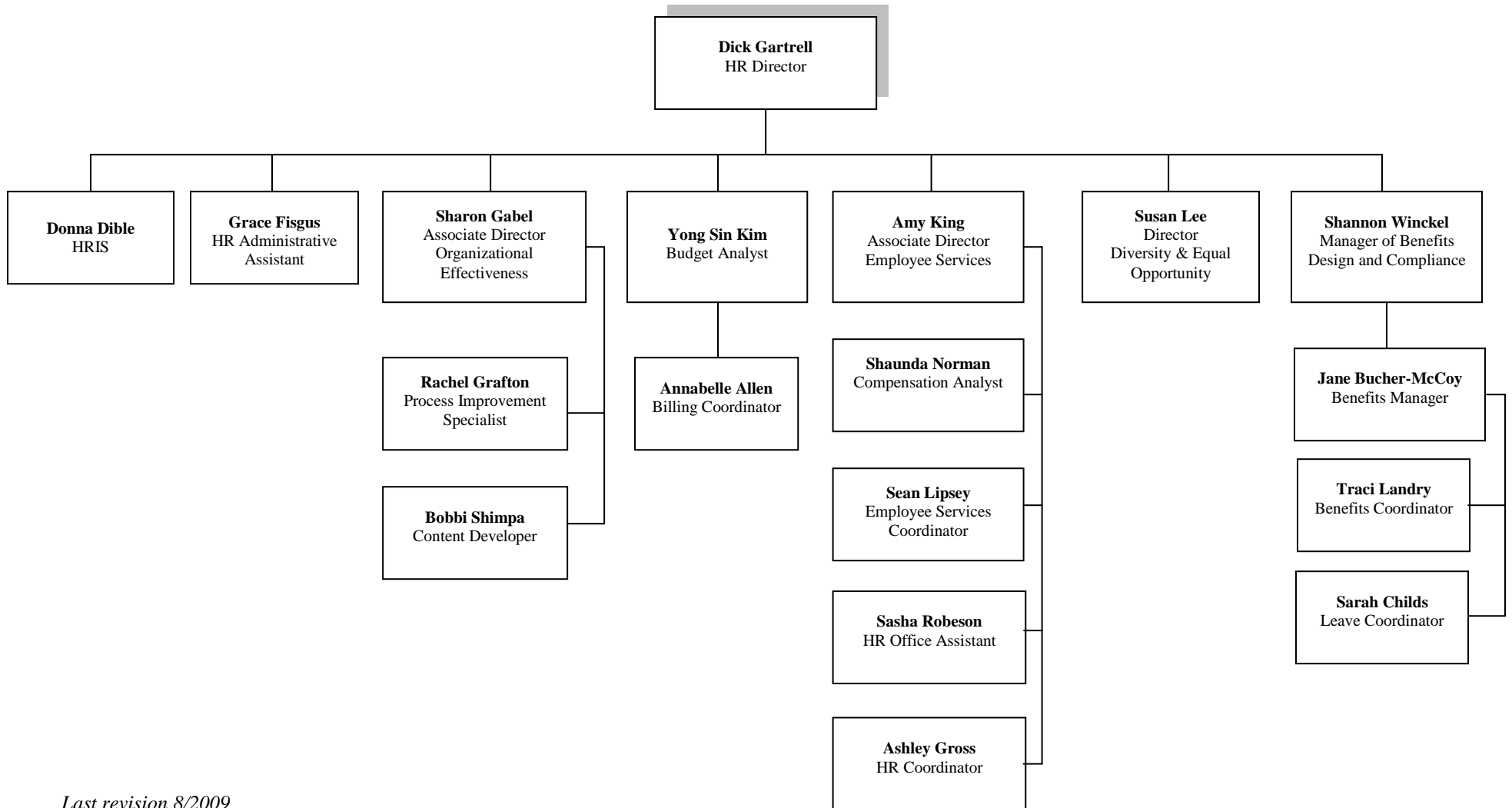
1. Meeting opens **10:00am**
2. Director's Message – Dick Gartrell
3. Open Enrollment – Jane Bucher McCoy
4. Benefits Fair – Jane Bucher-McCoy
5. Organizational Effectiveness Update – Sharon Gabel
  - Upcoming Training Events
  - Participation by Training Type
  - NEW: Manager Learning Tracks in Skillport
6. PeopleAdmin Upgrade – Sean Lipsey
7. Record Retention – Robin Dean
8. DU Driving Policy; Workers' Compensation Reporting; New Online Risk and Liability in Events Training – Jen Kogovsek
9. Emergency Preparedness – Stephen Banet
10. Student Employment Update – Linda Blakely
11. Open Forum (Q and A)
12. Announcements **11:30am**
13. Meeting close

Thr, Aug 5, 2010, 10:00am-11:30am, location TBD

Thr, Nov 4, 2010, 10:00am-11:30am, location TBD

# Human Resources University of Denver

5/4/2010



Last revision 8/2009

# UPCOMING TRAINING EVENTS

## Organizational Effectiveness, Human Resources



### NEW EMPLOYEE ORIENTATION

Wednesday, May 12, 2010      10:30am – 12:30pm      University Hall, Room 306  
 Wednesday, June 9, 2010      10:30am – 12:30pm      University Hall, Room 306

\*\* August and September, scheduled, two sessions per month on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday \*\*

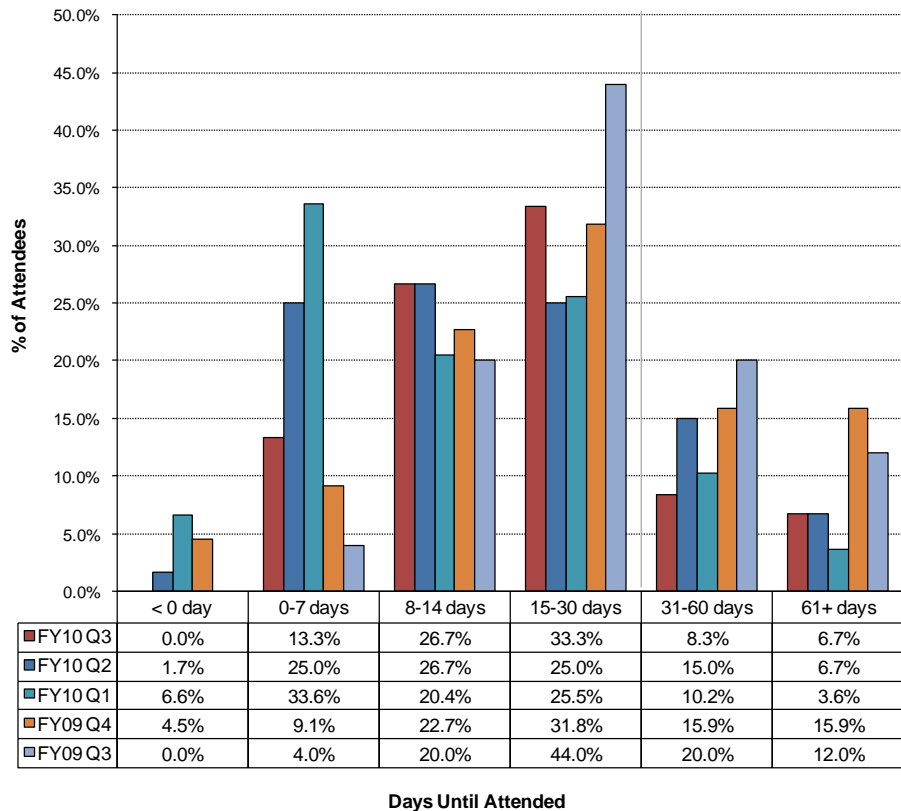
### WORKPLACE LAW FOR NEW DU MANAGERS

Friday, June 18, 2010      9:00am – 12:00pm      Location TBD

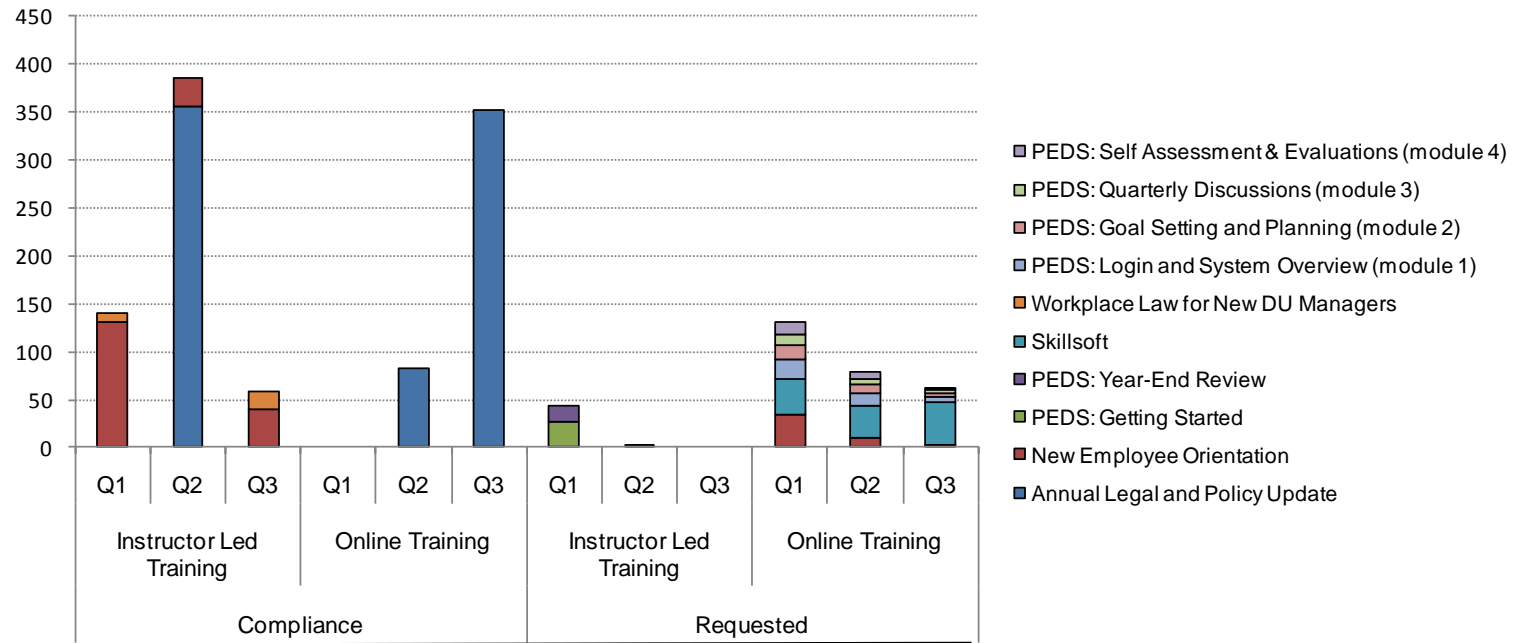
### HR LIAISON MEETINGS

Thursday, Aug 5, 2010      10:00am to 11:30am      Location TBD  
 Thursday, Nov 4, 2010      10:00am to 11:30am      Location TBD

### ORIENTATION: TIME TO ATTENDANCE



## PARTICIPATION BY TRAINING TYPE



	Q1		Q2		Q3		Total	
<b>Compliance<sup>1</sup></b>								
Instructor Led	140	44.6%	386	70.6%	59	12.4%	585	43.8%
Online	0	0.0%	82	15.0%	352	74.3%	434	32.5%
<b>Requested<sup>2</sup></b>								
Instructor Led	44	14.0%	1	0.2%	0	0.0%	45	3.4%
Online	130	41.4%	78	14.3%	63	13.3%	271	20.3%
<b>Total for quarter</b>	<b>314</b>	<b>100.0%</b>	<b>547</b>	<b>100.0%</b>	<b>474</b>	<b>100.0%</b>	<b>1,335</b>	<b>100.0%</b>
<b>Instructor Led Total</b>							<b>630</b>	<b>47.2%</b>
<b>Online Total</b>							<b>705</b>	<b>52.8%</b>
							<b>1,335</b>	<b>100.0%</b>

<sup>1</sup> New Employee Orientation, Workplace Law for New DU Managers, Annual Legal and Policy Update\*

<sup>2</sup> PEDS\*, New Employee Orientation II\*, Skillssoft\*

\*available online

# PeopleAdmin Upgrade



## Upgrade on Job Website

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Some basic upgrades that will make your life easier...finally an upgrade!

- You can use the back arrow
- Improved usability- for both applicants and users (which means less questions)
- Upgraded document attachment options and space (music files, url, etc.)
- Evaluative ranking criteria-for individual search committee members
- Advanced options for reviewing candidates more effectively and efficiently



## Upgrade on Job Website

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- What this means - functionality of the job website will be changing, however we are going to provide training resources, both in class and online.
- Look for information about training to come out at the next HR Liaison meeting.
- Changes proposed to take place in September of 2010.

# Skillport Management Learning Track Course Map

## If you're new to Management, start here

### **Crucial Skills for Tomorrow Managers**

- Tomorrow's Managers' Competencies
- Tomorrow's Managers' Development Tools
- Managing as Coach and Counselor
- Managing as Project Champion
- A Primer for Ensuring Accountability
- Crucial Skills for Tomorrow's Managers Simulation

### **Moving into Management**

- Taking on a Management Role
- Becoming a Manager: Responsibilities and Fears
- Becoming a Manager: Leading and Communicating
- A New Manager and the Company's Future

### **Effective Delegation**

- The Basics of Delegation
- Delegation: the Personal Approach
- Managing Delegation

### **Moving from Technical Professional to Management**

- Management Development for Technical Professionals
- Communication Skills for Successful Management
- Process Management Skills
- Leadership Development for Technical Professionals
- Strategies for Transitioning into Management

### **Managing Contractors and Temporary Employees**

- Doing Business with Independent Contractors
- Hiring Temporary (Contingent) Employees
- Managing Contingent Workers
- Legal Pitfalls Regarding Independent Contractors
- Working with Temporary Agencies

## If you're already working in Management, start here

### **Coaching with Confidence**

- Business Coaching
- Successfully Coaching Relationships
- The Key Stages of Coaching
- The Coaching Skillset
- Emotions, Mindsets and Coaching
- Trends in Coaching

### **Problem Performance Management**

- Problem Performance Prevention
- Problem Performance Identification
- Problem Performance Improvement
- Addressing Problem Performance

### **The Essentials of Mentoring**

- Mentoring Effectively
- Mentoring as a Manager
- Implementing a Mentoring Program for the Organization
- Mentoring Strategies for the 21st Century
- Achieving Success: the Help of a Mentor
- Mentoring On-line

### **Managing Technical Professionals**

- Understanding Technical Professionals
- Attracting, Motivating, and Retaining Technical Professionals
- Models for Managing Technical Professionals
- Developing Career Plans for Your Technical Professionals
- Managing Technical Professionals Simulation

## **To concentrate on specific Management skills, start here**

### **Using Change Process to Support Employees**

- Starting the Change Process
- Managing the Change Process
- Integrating Change in Your Organization
- Using Change Process to Support Employees Simulation
- Using Change Process to Support Teams Simulation

### **Appraising Performance**

- Assessing Performance Continuously
- Performance Reviews
- Appraising Performance Simulation

### **Fundamentals of Business Crises Management**

- Preparing for Business Crises
- Responding to Business Crises
- Recovering from Business Crises
- The Fundamentals of Business Crises Management Simulation

### **Facilitating Successfully**

- The Facilitator Role
- Facilitative Fundamentals: Tools and Techniques
- Facilitating Meetings and Work Groups
- Facilitating Difficult Situations
- Facilitative Tools and Formats: Offering Options
- Facilitative Leadership

### **360-Degree Performance Review**

- About 360-Degree Performance Feedback
- Elements of a 360-Degree Performance Review
- Delivering 360-Degree Performance Feedback
- 360-Degree Performance Appraisal Simulation

### **Advanced Management Skills**

- Managing in a Global Business Environment
- Managing Cross-Functions

Managing For High Performance  
Managing Managers  
Managing Upward Relationships  
Advanced Management Skills Simulation

**Certified Manager of Quality / Organizational Excellence**

Leadership  
Team Dynamics  
Developing and Deploying Strategic Plans  
Managerial Skills and Abilities  
Communication Skills and Project Management  
Quality Systems, Models, and Theories  
Problem Solving and Process Management Tools  
Measurement: Assessment and Metrics  
Customer Focused Management  
Supply Chain Management  
Training and Development

**Additional Learning Assets**

**SkillSims**

Crucial Skills for Tomorrow's Managers Simulation  
Moving into a Management Role Simulation  
Leadership and Management Simulation  
Hiring and Managing Contractors Simulation  
Delegating Effectively Simulation  
Transitioning From Technical Professional to Management Simulation  
From Technical Professional to Leadership Simulation  
Avoiding Problem Performance Simulation  
Dealing with Problem Performance Simulation  
Essentials of Mentoring SkillSimulation  
Coaching with Confidence Simulation  
Coaching Teams and Personalities Simulation  
Using Change Process to Support Employees Simulation  
Business Crisis Management Simulation  
360-Degree Performance Appraisal Simulation  
Facilitating Successfully Simulation  
Appraising Performance Simulation  
Using Change Process to Support Teams Simulation  
Advanced Management Skills Simulation  
Managing Technical Professionals Simulation

## DU Driver Update



Risk Management

### DU Driving Policy Update

As a driver you must report a citation to your supervisor that could compromise your eligibility to drive a DU vehicle the next working day after receiving the citation. Infractions include:

- A DUI or DWAI
- Speeding ticket for 20+ mph over the posted speed limit
- Cancellations or suspensions
- Reckless driving ticket
- Excess of 7 points in the 3 most recent years
- Criminal conviction with a motor vehicle
- Any combination of 2 or more moving violations or collisions in the last 12 months

### Preventing Collisions

Backing collisions on campus are on the rise. Do your part to prevent backing collisions by remembering the acronym

GOAL:

- Get
- Ot
- And
- Look

Back out slowly using your mirrors, be aware of your surroundings before backing, and always look for pedestrians.

### New Colorado Law

As of December 1, 2009 text messaging while driving is illegal.

### Accident Reporting

As a driver it is **your** responsibility to file a report with Campus Safety and to call Risk Management regarding any incident regarding a DU or rental vehicle. This includes:

- Collisions with other vehicles
- Damage to rental vehicles
- Hitting stationary objects

### Seatbelts

Seatbelts are required by Colorado law and the DU Driving Policy. Failure to wear a seatbelt can result in additional training, disciplinary action, and multiple offenses could result in a loss of driving privileges.

**Remember always BUCKLE UP!**

### Defensive Driving Training

Training is available monthly. To find upcoming dates visit:

<http://www.du.edu/risk/training.html>

### DU Driving Policy

The policy and additional information regarding auto insurance can be found on the Risk Management website:

<http://www.du.edu/risk/>

If you have questions or concerns please contact the Loss Control Manager at 303.871.2354.

Feb. 2010

## Driving Policy

**Driving Requirements:** All DU personnel who drive owned, leased and rental vehicles for the University of Denver must pass the DU Defensive Driving Course offered by Department of Risk Management (For classes see: DU Calendar). Non-students or staff may volunteer to drive for a specific function but are also required to take the course. No unauthorized person may drive a DU vehicle at any time.

**Motor Vehicle Record (MVR) Guidelines:** Annual MVR checks for all drivers of DU vehicles as an essential duty in their job are required. License must be valid; prior 3-5 years record weighted heaviest per insurer guidelines.

**Insurance Cards for Vehicles:** Expire June 30 of each year. Cards can be obtained by calling 303.871.2354.

**Insurance Recharges:** Insurance for all University leased/owned vehicles is charged to the department annually.

**DU Defensive Driving Course Completion Cards:** Should be maintained by drivers at all times. If lost, the driver may be required to re-take the course. Card validation is based on MVR check.

**Loss of Driving Privilege:** Driving a DU vehicle is a privilege that can be revoked. Revocation may be triggered by an MVR check showing unacceptable history and accident frequency. If you receive any of the following that could compromise your eligibility to drive for DU you must report the citation to your supervisor immediately. You may lose your driving privileges if you have:

- A DUI or DWAI in the last 5 years
- Speeding ticket for 20+ mph over the posted speed limit
- Cancellations or suspensions with in the last 3 years
- Reckless driving ticket
- Excess of 7 points in the 3 most recent years
- Criminal conviction with a motor vehicle
- Any combination of 2 or more moving violations or collisions in the last 12 months

**Personal Vehicles:** Personal vehicles are not covered by DU insurance, however if a DU employee is injured while on University business they may be covered under Workers' Compensation.

**Use of DU Vehicle as a Personal Vehicle:** Vehicles are occasionally assigned specifically to an individual for personal and full time use, upon approval of their supervisor. Only authorized individuals may ride or drive a university vehicle at any time.

**Seatbelts:** All persons in DU vehicles (owned/leased/rental) are required to wear seatbelts at all times.

**15-Passenger Van Policy:** 15-passenger vans are not allowed.

**Rental Car Insurance:** All liability and property damage insurance should be accepted and paid for by department renting vehicle, otherwise, DU deductibles apply. Do not use personal insurance for DU business.

**Accident Reporting:** All accidents involving DU owned, leased or rental vehicles shall be reported to Risk Management and Campus Safety within 24 hours due to liability issues. A report must be made for record with Campus Safety.

■ Campus Safety: 303.871.3000

■ Risk Management: 303.871.2354

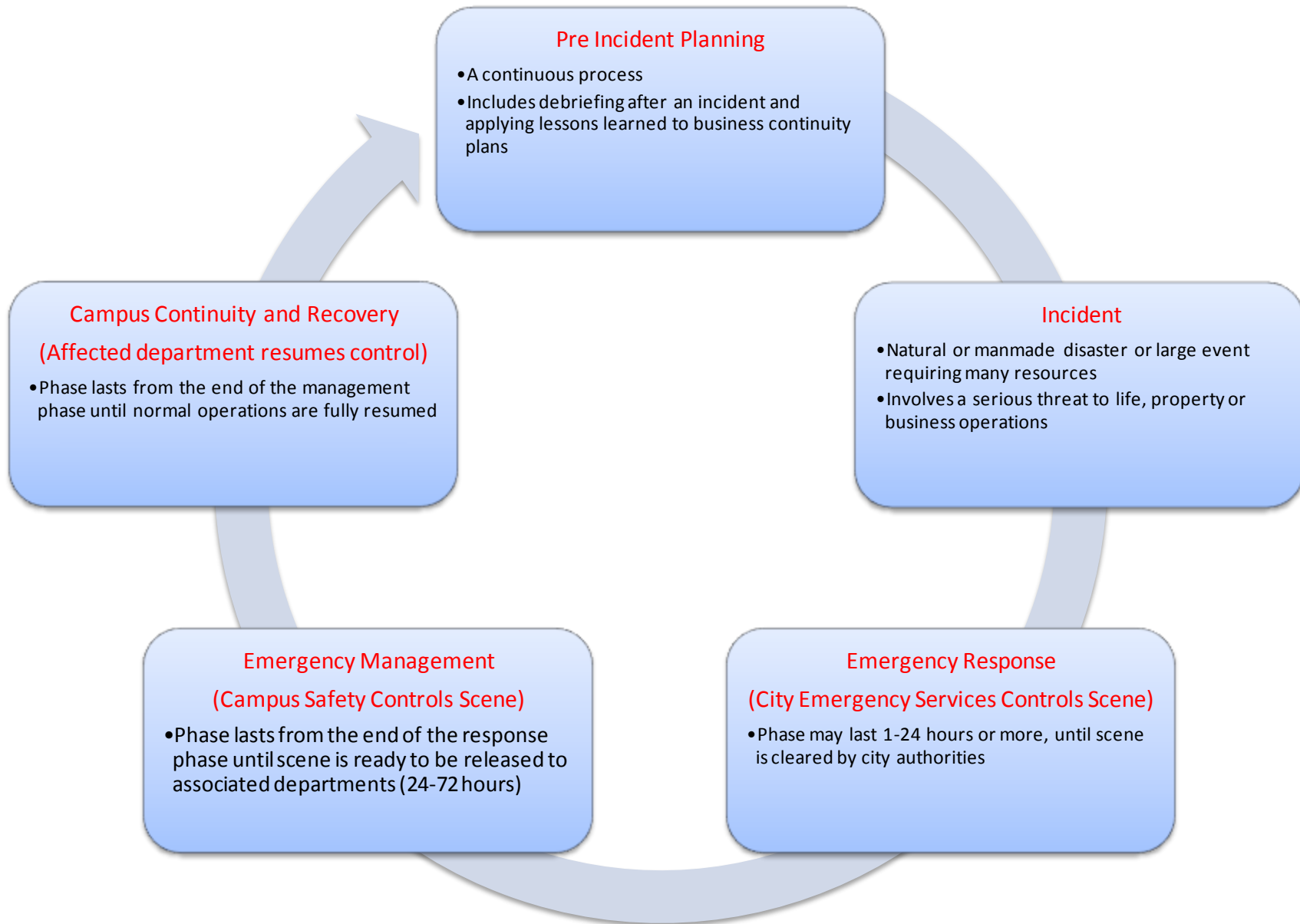
**Injuries:** All injuries should be treated immediately by paramedics at the scene or if not an emergency, by a doctor or local hospital.

**Employee Work-Related Injuries:** If the injured party an employee of the university, the injury should be reported to the Department of Risk Management at 303.871.2354 within 24 hours. See "Workers' Compensation" reporting procedures at [www.du.edu/risk](http://www.du.edu/risk).

**Deductibles:** University owned/leased autos are:

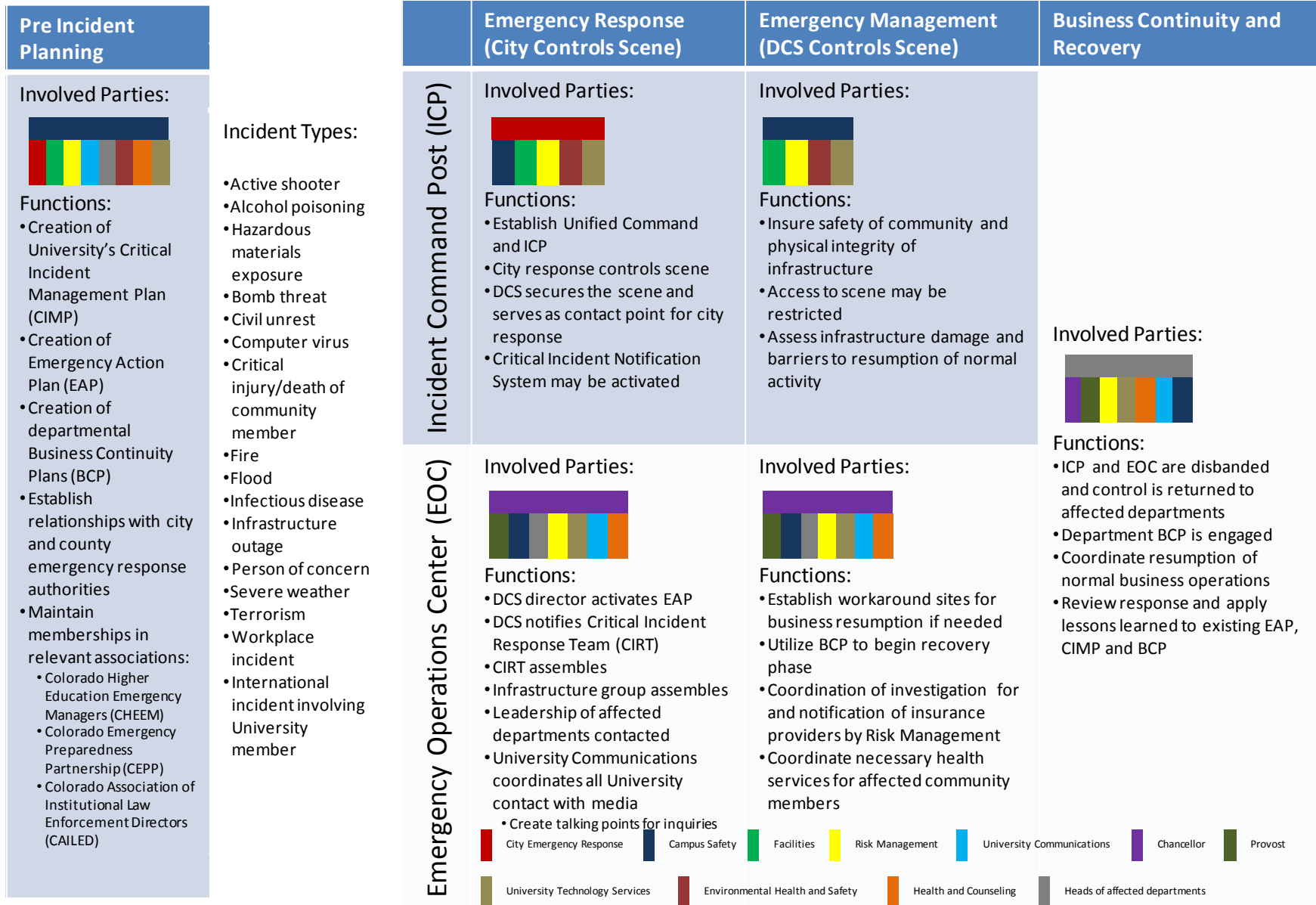
- Property Deductible \$10,000 This deductible is the responsibility of the department if vehicle is less than 5 years old
- 3rd Party liability \$25,000

# Office of Emergency Preparedness The Critical Incident Management Cycle



# Office of Emergency Preparedness

## Critical Incident Management: The Process



## Important Work-Study Dates

<b>May 4</b>	Effective Reference Letter Writing Workshop, 1-2 p.m. in University Hall 304
<b>May 15</b>	All Work-Study positions will be taken off the Student Employment website
<b>June 1</b>	2010-2011 Work-Study job descriptions begin to be posted
<b>June 18</b>	Last day to apply for federal loans for summer courses
<b>May 20</b>	Last day of 2009-2010 Work-Study employment (College of Law)
<b>June 3</b>	Last day of 2009-2010 Work-Study employment (main campus)
<b>June 20</b>	Last day of 2009-2010 Work-Study employment (enrolled half-time for summer)
<b>July 5</b>	First day of 2010-2011 Work-Study employment (student must be registered for fall term)