

USGS Supervisory Challenge

Topical Agenda

Day 1—The Challenge Defined

Welcome

Introductions/Icebreaker

Transition to Supervision

Supervisory Mentoring

Myers-Briggs Type Indicator (MBTI)

Teams

Principled Supervision

Ethical Principles

Action Planning

Day 2 — The Challenge Defined: Manage Your Organization

Introduction to Human Resources

Merit System Principles

Position Management

Create an Effective Workforce Structure

Create Effective Positions

Presidential Employment Initiatives

The Right Person, in the Right Job, the Right Way

Interviewing & Reference Checks

Action Planning

Day 3 – The Challenge Defined: Manage for Success

Develop Employees

Engage Employees

Performance vs Conduct

Address Conduct

Leave and Pay Entitlements

Action Planning

Day 4 – The Challenge Defined: Manage and Resolve Conflict

Manage Performance

Defuse Conflict

Generational Awareness

Reduce the Risk of EEO Complaints

Action Planning

OPTIONAL: Class Dinner

Day 5 – The Challenge Defined: Sustain Success

Your HR Challenges

Leadership Panel

Class Wrap Up

Action Planning

Class Evaluation