

October 2017

SUPERVISOR CONNECTION

LEADERSHIP TRAINING—Oakland County

The following **November and December** courses are offered

especially for Supervisors:

11/14/17—Coaching and Developing Employees 8:30—12:30 p.m. \$40

12/01/17—Personality Type & Leader Problem Solving 8:30—12:30 p.m. \$40

HALLOWEEN AT THE OFFICE

Halloween activities at work can be a fun way to lift morale, and create a fun environment, however Supervisors should remind staff to use good judgment and avoid “inappropriate” wear. Costumes that are too sexy, promote offensive stereotypes, and any props such as knives, swords, or any type of weapons (even fake ones) should not be allowed. Also, if an employee does not want to dress up, don’t pressure them .

IN-HOUSE SUPERVISOR TRAINING: TIME SLOT ADDED

The Workplace Harassment Training for Supervisors scheduled for November 15th at 10:00 a.m. is at maximum capacity.

An additional class has been added (same date) at **2:00 p.m.**

To register email Amy Alexander: aalexander@co.geneseee.mi.us



NEW SUPERVISOR!

Keshandra Jones—GCCARD

WELCOME KESHANDRA!



Please notify HR immediately upon receiving a resignation from an employee. It is important that we stop the insurance deductions because they are paid a month in advance. Also, it is imperative that HR sends out COBRA notices in a timely manner.

Email resignation notifications to:

HR@co.geneseee.mi.us

Follow us



HR posts important information that is pertinent to Management.

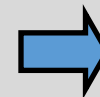
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Genesee county Human Resources and Labor Relations

Did You Know?

OVER 80 TRAINING COURSES CAN NOW BE ACCESSED ONLINE

FOR MORE INFORMATION CLICK HERE



WHAT'S THE HARDEST PART OF BEING A MANAGER?

CONFRONTATION. So let's discuss confrontation and why it's essential for supervisors.

Confrontation is not about you starting fights or acting tough. It's about solving problems before they turn into a workplace meltdown, which will happen if you avoid problems. Problems have to be addressed, and most times it requires confrontation. Here are some tips to help you:

Pick one battle; notch one victory. Isolate one problem you need to fix and focus on just that problem. For example, let's say an employee you really like has been tardy lately. Use a firm but professional tone telling her she has to come in on time. Are you thinking, "but her opinion of me will change". Yes it will. But not for the worse. She'll begin to see you in an authoritative light, and believe it or not, newfound respect. You're on your way. Now to the next battle.

Address ASAP. Dragging your feet is the purest form of avoidance. The longer you put it off, the more you'll conjure up seemingly rational reasons why it's best to not address it. Problems don't get better on their own, and your employees are counting on you to fix problems.

Think business: Everything you do as a boss is essentially a business move. You're a businessperson striving to be efficient and fair. You need to separate personal feelings and fears from the work at hand: getting the most out of your employees with as much harmony as possible. Once you have grown comfortable with what was once uncomfortable, your job will get a whole lot easier.



When your employees attend a training, have them use the highlights of the training to do a mini presentation for the rest of the staff. This helps the employee to retain

the information better, and also helps spread your training budget further!

NOTICE OF SEPARATION—**PROBATIONARY EMPLOYEES**

Filling a vacant position with the right person is important. As a supervisor you not only need someone that can do the work, but also someone that fits with the environment of your department.

When filling out the [Notice of Separation](#), if you check the box "unsatisfactory probation" the employee can never work for Genesee County again. But sometimes a probationary employee has good skill sets, but just doesn't seem to be the right fit. In that instance, have a conversation with the employee explaining that they can resign and still have the opportunity to apply for other positions within the county. If the employee chooses to resign, you would mark "resignation" on the [Notice of Separation](#) form.

