What is the The Institute for Supervising Excellence?

The Institute for Supervising Excellence is a competency-based program designed to support supervisors in managing everyday responsibilities and in leading others. While completing the program, participants will build upon existing skills and gain new tools and approaches. Whether you are looking to sharpen your management technique or get a better understanding of how to operate at IUPUI, this series will provide you with skills and attributes needed for success!

The purpose?

Supervisors experience a variety of challenging situations, as well as many opportunities to encourage, develop and recognize individuals. The Institute for Supervising Excellence will enable supervisors to embrace these daily occurrences with resourcefulness and confidence.

As research shows, supervisors are vital in any organization’s ability to achieve results through its greatest asset, people. In addition to personal and professional development, this program is designed to help the university achieve its goals and mission.

The participants?

The Institute for Supervising Excellence is designed for any IUPUI faculty or staff in a supervisory role who is interested in advancing their skills relative to effective supervision.

The curriculum?

The curriculum consists of eight, in-person courses: Myers-Briggs Introduction to Type, Navigating Change, Conflict Management, Communication and Leadership, Performance Management, Appreciation Languages in the Workplace, Diversity in the University Workplace, and Leading Effectively. In addition, there are additional program requirements which are listed below and on the subsequent page.

Some courses may require pre-work. This includes, but is not limited to completing assessments, pre-reading, group work and self-reflection. It is imperative that participants complete the pre and post work for each session.
Program Requirements:
- 8 in-person sessions (first year)
- 3 book discussions (first year)
- Campus Service Project (first year)
- Legal Compliance Series (first year)
- Personnel Policies (first year)
- 3 electives (must be equivalent to at least 10 hours and done within three years of the start of the program)

Upon successful completion of the program, participants should have increased effectiveness in the following competencies: accurate self-awareness, leading change, managing conflict, managing performance, providing timely and effective communication, managing and building relationships, demonstrating care for others, creating an inclusive environment and responding resourcefully to situations.

The Benefits?
Participants will benefit in a variety of ways. Some of these benefits include: learning from and with other supervisors, obtaining new books and resources, receiving multiple personalized assessments, engaging in service opportunities, making a positive difference in the workplace, and reaching one's fullest potential.

The time commitment?
This year's cohort will begin in January of 2016. The in-person courses, which are three hours in length (with the exception of the first session), span over one calendar year, and should be completed in the year you begin the program. In addition, during the first year participants will complete a campus service project, the Personnel Policies course and the Legal Compliance Series, if not already completed. Participants have a total of three years to complete the elective portion, which will satisfy the remaining requirement for the program. Upon successful completion, post-participants will be offered the opportunity to serve as a mentor for current participants in The Institute for Supervising Excellence program.

Dates and times of the in-person sessions and book discussions:

Session One:
Introduction to the Program/Myers-Briggs Type Indicator
Date: Thursday, January 28, 2016
Time: 8:30 a.m. – 12:00 p.m.

Session Two:
Navigating Change
Date: Wednesday, February 17, 2016
Time: 1:00 p.m. – 4:00 p.m.
Session Three:
*Book Discussion (First of three)*
Date: Wednesday, March 16, 2016
Time: 9:00 a.m. – 12:00 p.m.

Session Four:
*Communication and Leadership*
Date: Thursday, April 14, 2016
Time: 9:00 a.m. – 12:00 p.m.

Session Five:
*Conflict Management*
Date: Tuesday, May 17, 2016
Time: 1:00 p.m. – 4:00 p.m.

Session Six:
*Performance Management*
Date: Thursday, June 16, 2016
Time: 9:00 a.m. – 12:00 p.m.

Session Seven:
*Book Discussion (Second of three)*
Date: Thursday, July 14, 2016
Time: 1:00 p.m. – 4:00 p.m.

Session Eight:
*Appreciation at Work*
Date: Tuesday, August 16, 2016
Time: 9:00 a.m. – 12:00 p.m.

Session Nine:
*Diversity in the University Workplace*
Date: Wednesday, September 14, 2016
Time: 9:00 a.m. – 12:00 p.m.

Session Ten:
*Book Discussion (Three of three)*
Date: Thursday, October 13, 2016
Time: 1:00 p.m. – 4:00 p.m.

Session Eleven:
*Leading Effectively*
Date: Wednesday, November 9, 2016
Time: 1:00 p.m. – 4:00 p.m.
Session Twelve:
Final Session/Presentations
Date: Tuesday, December 6, 2016
Time: 9:00 a.m. – 12:00 p.m.

*Curriculum subject to change as needed to stay in line with business objectives.

If interested participants are not available for each session, for the full duration, we politely ask that you wait to participate in the program until a time in which you can attend all sessions in their entirety. In the event a conflict arises, participants will be asked to complete the missed in-person session the following year, with the next cohort.

The application process?
Interested individuals should complete the following application. A complete application includes:

• Sections I, II and III on the following page
  o Personal Information
  o Statement of Interest and Commitment
  o Supervisor Support
• Current CV or resume

All materials must be combined into a single PDF file and emailed to kdabbs@iupui.edu and received by Friday, December 11, 2015 at 5:00 p.m. All applicants will be notified by Friday, December 18th on their status.

How Will Participants Be Selected?
A team of five reviewers will assess the applications and select individuals based off of the information in the application. 25 participants will be selected for the first cohort.

Cost?
There will be no cost to selected individuals or their department.

Questions?
Have additional questions or would like to speak with someone about the program? Please contact Kerri Dabbs, Director of Organizational Development and Training at kdabbs@iupui.edu or 4.5467.
Section I: Personal Information

Name: Click here to enter text.

Title: Click here to enter text.

School and/or Department: Click here to enter text.

Campus Address: Click here to enter text.

Campus Phone: Click here to enter text.

E-Mail Address: Click here to enter text.

Section II: Statement of Interest and Commitment

Please provide a one to two page statement that addresses the following areas:

• A description of your current supervisory responsibilities
• Your level of supervisory experience
• Why you are interested in being part of The Institute for Supervising Excellence
• Your goals as a program participant
• How you see the program supporting your goals
• An idea for a service project that you could implement, individually or as part of a group

Section III: Next-Level Supervisor Support

The above named individual has a desire to be part of The Institute for Supervising Excellence. The program requires a significant time commitment and will occur during regular operating hours. By signing below, you are demonstrating your support for the individual to be considered for the program and are willing to provide the needed release time should s/he be selected.

Please refer to the first section of this application for more details regarding competencies, topics, and time. If you would like to speak with someone in more detail about the program, please contact Kerri Dabbs at kdabbs@iupui.edu.

Supervisor Signature: ________________________________ Date: ______________