



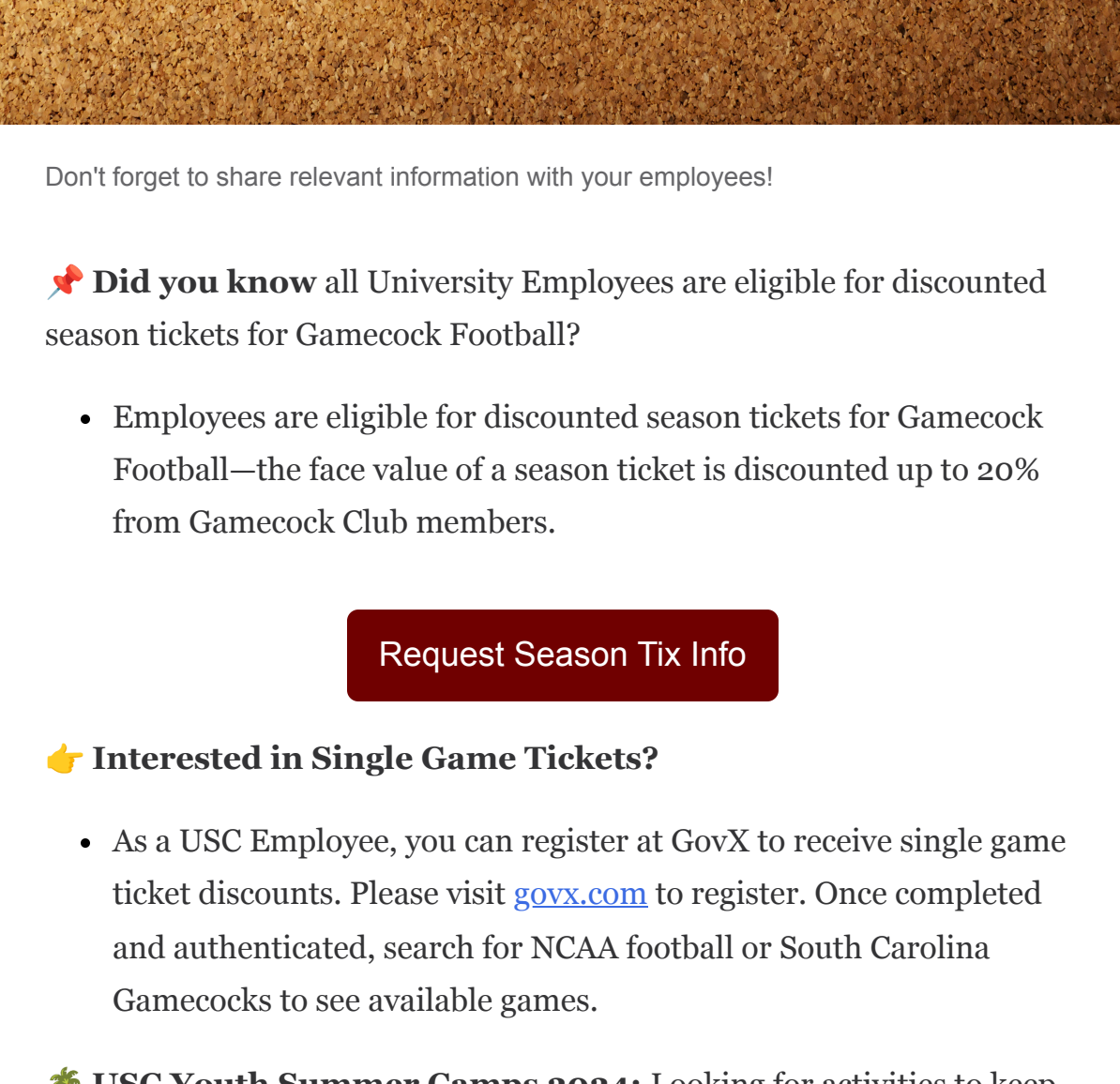
Supervisor Newsletter: Monthly News Leaders Can Use

By HR • May 17, 2024

Smart Brevity® count: 4 mins...1083 words

We're here to make your job easier by providing important announcements, useful resources, and answers to challenging situations while focused on fostering a strong supervisor community, ensuring employee success and enhancing our campus culture.

Announcements and Important Dates



Don't forget to share relevant information with your employees!

📌 **Did you know** all University Employees are eligible for discounted season tickets for Gamecock Football?

- Employees are eligible for discounted season tickets for Gamecock Football—the face value of a season ticket is discounted up to 20% from Gamecock Club members.

[Request Season Tix Info](#)

👉 **Interested in Single Game Tickets?**

- As a USC Employee, you can register at GovX to receive single game ticket discounts. Please visit govx.com to register. Once completed and authenticated, search for NCAA football or South Carolina Gamecocks to see available games.

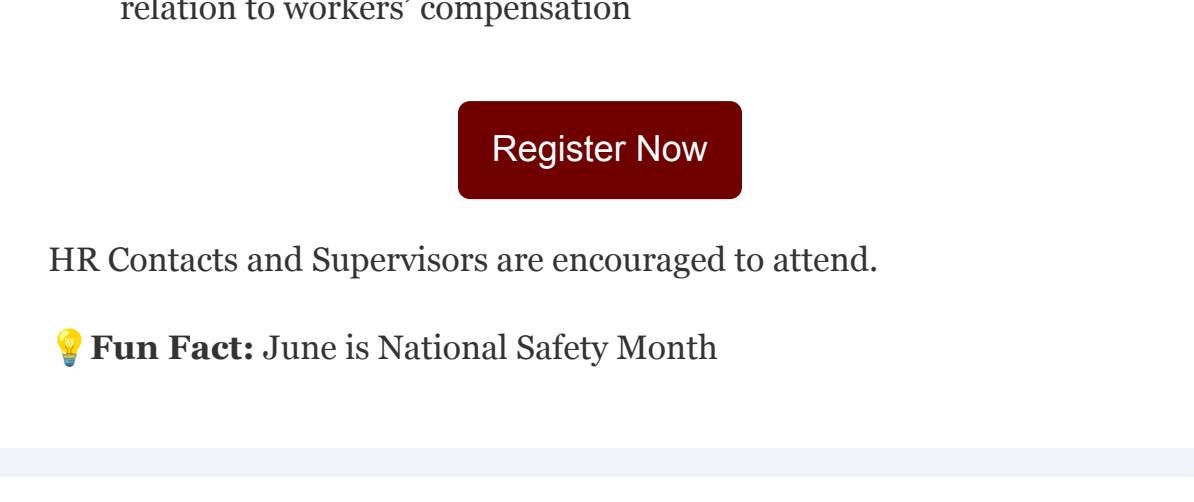
🌟 **USC Youth Summer Camps 2024:** Looking for activities to keep your kids entertained while still learning new things this summer? USC offers a variety of summer camps for all interests—from opera and drama to soccer and tennis to STEM and journalism, there's something for everyone!

- Visit [USC Youth Summer Camps 2024](#) to learn more!

🌟 **OPD Certificate Courses for Fall 2024 Coming Soon!** Looking to complete one of OPD's Certificate Programs (Effective Communications, Managing High Performing Teams, LEAD: Supervisory Essentials)?

- Dates for Fall 2024 (August - December) will be posted soon—keep your eye on the [training calendar](#) for additional dates.

HR Highlight: Managing Work-Related Injuries or Illnesses



USC's Process for Managing Work-Related Injuries or Illness - In Person

June 12 9 a.m. - 12 p.m.

This class will provide a general understanding of the workers' compensation and safety procedures at USC, to include reporting procedures of work-related injury or illness, and requirements, safety protocols, the workers' compensation claims process, nurse case management, and benefits of occupational healthcare.

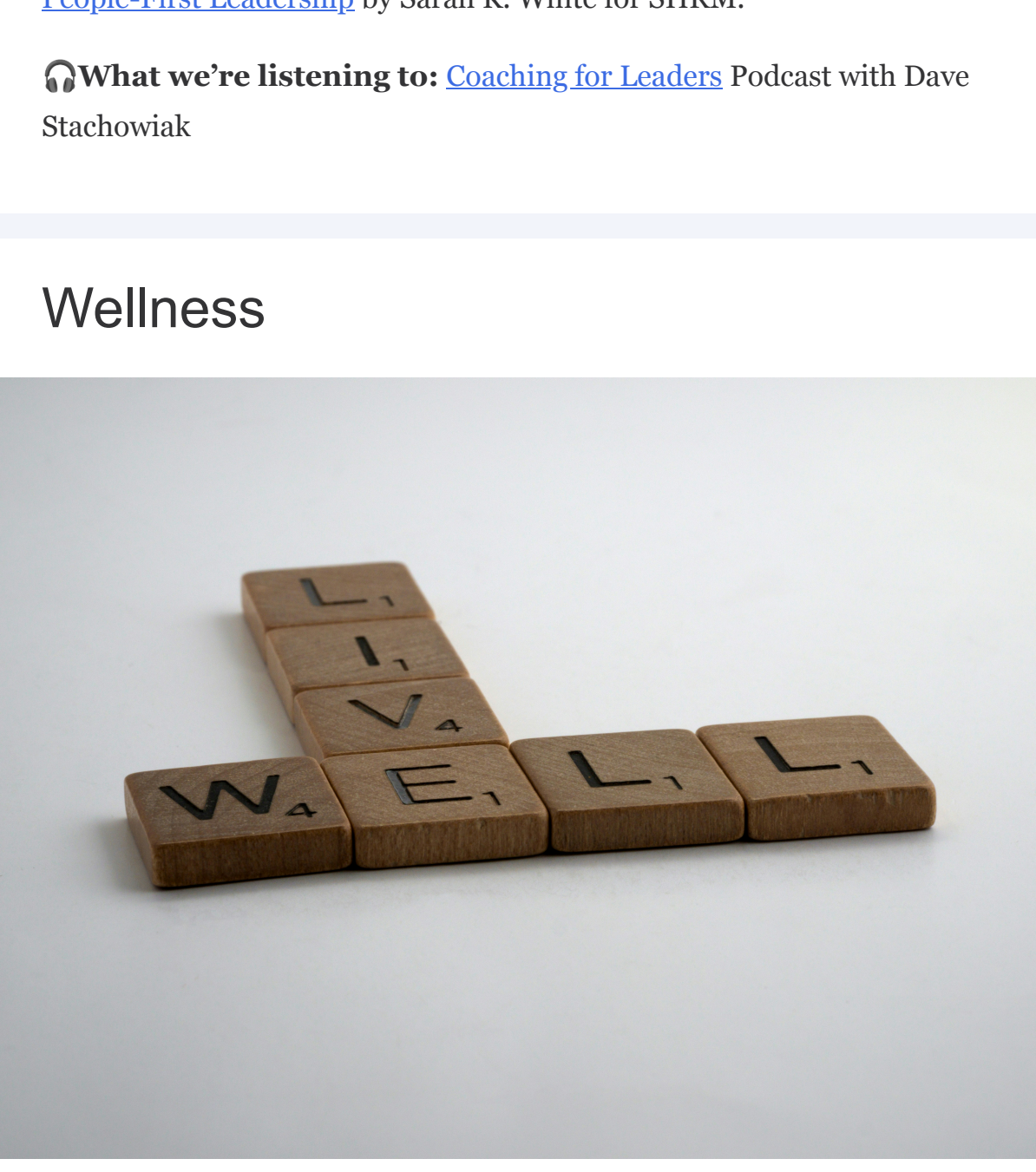
- Understand the workers' compensation claims process from the SC State Accident Fund, USC's workers' compensation carrier
- Learn how nurse case management and occupational healthcare play a role in workers' compensation claims
- Understand the importance of OSHA reporting requirements and safety in the workplace
- Gain understanding of reporting a work-place injury or illness at the University
- Obtain knowledge of available leave options for employees who sustain a work-related injury or illness
- Learn the roles and responsibilities of employees and supervisors in relation to workers' compensation

[Register Now](#)

HR Contacts and Supervisors are encouraged to attend.

💡 **Fun Fact:** June is National Safety Month

Training and Development



PAL 2024 Cohort

Supervisor Trainings Just for You:

[Setting Team Performance Expectations - Live Webinar](#), June 18 at 9 a.m.

[Green Zone Ally Program - Live Webinar](#), June 19 at 10 a.m.

[Developing an IDP \(Individual Development Plan\) - Live Webinar](#), June 26 at 9 a.m.

📌 **Transitioning to Blackboard Learn Ultra:** USC is transitioning from Blackboard Learn Original to [Blackboard Learn Ultra](#). The Division of Information Technology, Center for Teaching Excellence, and Office of Distributed Learning have high-quality guidance and support available to help make this transition as smooth as possible:

- [Virtual training sessions and weekly virtual office hours](#) dedicated to Blackboard Learn Ultra and other popular Blackboard topics. Registration is required.
- Department/Unit/Program focused consultations and training sessions. [Submit a request](#) for a consultation or training session.
- CTE's [Blackboard Learn Ultra Course View Tutorials and Resources](#)
- [Request a consultation](#) with a CTE instructional designer for personalized instructional design assistance.

Visit the [Office of the Provost's](#) page about the Blackboard Learn Ultra transition to learn more.

📖 **What we're reading:** [What is Servant Leadership? A Philosophy for People-First Leadership](#) by Sarah K. White for SHRM.

🎧 **What we're listening to:** [Coaching for Leaders](#) Podcast with Dave Stachowiak

Wellness



❤️ **May is Mental Health Awareness Month:** Started by Mental Health America in 1949, Mental Health Awareness Month is working to help everyone find “Where to Start” to improve the overall health in our communities. Check out their [2024 toolkit](#) for tips, ways you can get involved, and mental health resources.

👤 **MYgroup EAP:** How to Fix Your Day

Experiencing a negative event can disrupt your day, causing your previously uplifted mood to seemingly vanish. Take these actions to restore your positive mindset:

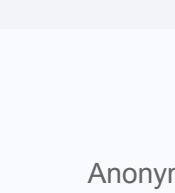
1. Admit things have been thrown out of whack and your feelings are normal.
2. Attempt a short “geographic” change (like a walk outside to change visuals away from the scene of the event).
3. Identify negative thoughts reverberating from the event.
4. Challenge the negative thoughts to disrupt their effects.
5. Identify positive thoughts to make #4 a speedier step.
6. Focus on what you can control—reaction, perspective, prevention, improvements, boundaries, self-care, etc. This gives you a constructive outlet to match your need to respond.
7. Plan a good thing or two—events, experiences, and treats—to rebalance the day.
8. Need support? Reach out that friend to vent.
9. Find the lesson. Discover or consider what positive outcome exists indirectly or directly because of the event.
10. Celebrate that you fixed your day!

Read more helpful tips in the [May EAP employee newsletter](#).

👉 **Go deeper:** Check out the [May EAP supervisor newsletter](#) for more in-depth guidance on situations you may face as a supervisor.

📖 **Personal Growth:** Read up on [Managing Performance with Ongoing Feedback](#)

Connection and Community



cory
[@coolmathgame_](#)

interviewer: what do u bring to the table

me: potato salad if it's like a family thing

interviewer: i meant to work

me: [clearing my throat] i would bring regular potatoes. none of that funny business

👉 As a Supervisor or HR Contact, you play a major role in the success of the university. As we head into the summer and peak hiring season, check out the resources curated by Talent Acquisition to help:

- [Plan a Position](#)
- [Post a Job and Recruit](#)
- [Diversity Toolkit for Search Committees](#)
- [Screen and Interview](#)
- [Hire](#)
- [Onboard New Employees](#)
- [Manage Performance](#)

👉 **Here's an idea:** [Team Player Style Survey](#)

Have a new hire on your team?

- Have your new employee and your current team take the [Team-Player Style Survey](#) to develop a profile of team strengths.
- It can open up an opportunity to discuss strategies for increasing team effectiveness by being aware of each individual's style.

🌟 **All New Cocky Cards!** Employees are at the center of the university's success and Cocky Cards are a quick and simple way to express your appreciation, thanks, congratulations, or recognize their birthday with simple e-card.

Check out the new [Cocky Cards](#) and send one out today!

(Even) More Resources

[Organizational and Professional Development](#)

[Center for Teaching Excellence](#)

[Office of Access and Opportunity](#)

[University Libraries](#)

[Office of Organizational Excellence](#)

[Interfaith Calendar](#)

[Law Enforcement and Safety](#)

[Faculty Ombuds & Staff Ombuds](#)

[Campus Recreation](#)

[Environmental Health and Safety](#)

[Talent Management](#)

[HR Toolbox](#)

[Brand Toolbox](#)

We've got more exciting things to share. Stay tuned.

👉 With Summer just around the corner, don't forget to take advantage of all of the [Perks & Discounts](#) available to USC and State employees to help plan some summer fun for you and your family.

Feedback

Anonymously tell us what you thought of this edition. Your responses will help us create better content for you!

Was this edition useful?

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