Agenda

- HR Division Updates
- HR Staff Updates
- Compensation Updates
  - Minimum Qualifications – Calculating Tool
  - Accounting and Finance Study Update
- Leadership Program Reboot
- Half Day New Employee Orientation
HR Division Updates
Welcome

- Rose Ann Casale
  - Sr. HR Tech – Benefits
Farewell

- Dawn LaFleur
  - Benefits/Retirement
Minimum Qualifications Tool

• This is a pilot version
• It’s just a tool, not a required document
• It’s meant to make your life as a hiring manager a bit easier
• We’d like your feedback
Any grade modifications will be market-based and not the result of reclassifications. This means that such changes, **will not, per UNM policy, trigger pay increases** for individual employees except in those unique circumstances in which an employee’s salary rate falls below the minimum of the new pay range. The identified impact of this review on departmental budgets is minimal.

Target implementation date: August 1, 2015
Questions?

Anelisa Simons
505-277-1219
anelisa@unm.edu
Leadership Program Reboot

Cameron Goble
Shary Tompkins
Employee & Organizational Development (EOD)
<table>
<thead>
<tr>
<th>The Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Management Academy</strong></td>
</tr>
<tr>
<td>• For aspiring or current leaders</td>
</tr>
<tr>
<td>• Cohort program with selected participants</td>
</tr>
<tr>
<td>• 18-24 graduates per session</td>
</tr>
</tbody>
</table>
The Situation
The Work

- Leadership Program Reboot Project/Team
- Needs analysis (ours & clients')
- Benchmarked peers
- Analyzed & separated content
The Big Breakthrough

We realized how leadership classes could be grouped together by core topics (sets of competencies):

- Developing Style & Managing Relationships
- Planning & Operations
- Following Mandates
- Adapting to Differences & Moving Forward
- Reaching Out to Resources & Allies
- Seeing the Big Picture
The Big Breakthrough
Leadership Development Framework

- Individual
- Operational
- Organizational
The Solution

- Aligned content to framework
  - Identified gaps
- Presenting proposed solution to clients
Planning & Operations

- Individual
- Operational
- Organizational
<table>
<thead>
<tr>
<th>Competencies, KSA</th>
<th>Individual</th>
<th>Operational</th>
<th>Organizational</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Manage time</td>
<td>• Interpret &amp; execute a strategic plan</td>
<td>• Create a strategic plan</td>
</tr>
<tr>
<td></td>
<td>• Prioritize work tasks</td>
<td>• Build &amp; lead a team</td>
<td>• Budget &amp; assign resources</td>
</tr>
<tr>
<td></td>
<td>• Collaborate with co-workers</td>
<td>• Measure team performance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Demonstrate personal accountability</td>
<td>• Track resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Describe roles on a team</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Set personal goals</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use productivity tools (calendar, to-do, spreadsheets)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes</td>
<td>Individual</td>
<td>Licensed content</td>
<td>In-house, Lynda, or quick to build</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
<td>------------------------------------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Time Management</td>
<td>7 Habits of Highly Effective People</td>
<td>Budgeting 101</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Excel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Outlook Calendar</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Intro to SMART goals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teamwork: What’s My Contribution?</td>
</tr>
<tr>
<td>Operational</td>
<td></td>
<td></td>
<td>Decisions, Results, and Accountability</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Leading Productive Teams</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Working with a UNM Budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Understanding /Enacting a Strategic Plan</td>
</tr>
<tr>
<td>Organizational</td>
<td></td>
<td></td>
<td>Creating a Strategic Plan</td>
</tr>
</tbody>
</table>
The Next Steps

- Pilot & tweak content
- Passport to Leadership continues
- Management Academy 2015-2016 hold
- Launch refreshed program
  - Early 2016
The Benefits
The Icing
Questions? Contact EOD

Employee & Organizational Development
Phone: 277-1555
Email: eod@unm.edu
Half Day NEO

Employee & Organizational Development (EOD)
Half Day NEO

- When: Effective July 1, 2015

- Why Change:
  - Participant and non-participant feedback
  - Best Practices
  - Focus NEO on new hire immediate needs
Half Day NEO

- When: Mondays, 8:00am -12:30pm
  - Focus agenda topics
  - Add 30 minutes for additional Benefits assistance
  - Eliminate 3 hours for required Training
    - Online training complete 30 days from orientation date
  - Include onboarding checklist
  - Employee returns to hiring department by 1:30pm
Questions? Contact EOD

Judy Goering
Training & Development Consultant
Phone: 277-1557
Email: jgoering@unm.edu

or

EOD Phone: 277-1555
Email: eod@unm.edu