Leadership Development

BAYLOR STAFF COMPENSATION 101
How much money should your employees be making? Increase your knowledge of staff compensation policies and procedures in order to make informed decisions on salaries for new hires and current employees.

LEADER AS SHEPHERD
Change leadership behaviors by changing the overall leadership narrative. The Leader as Shepherd is a common Biblical image for leadership. Enlarge your leadership toolkit by increasing “supply” and understanding the roles and challenges of the Leader as Shepherd.

LEADERSHIP ESSENTIALS
Essential class for new managers to explore legal guidelines, managerial practices and tools to help you along your leadership journey. Develop relationships to partner across campus, learn techniques to enhance performance management and gain a greater understanding of your own leadership faculties.

LEADERSHIP LUNCH & LEARN
Meet for an hour during lunch each month to explore leadership concepts with other career professionals. Hear from local business leaders and VIP guest speakers and walk away with applications you can use in the workplace starting that day.

MOVING TO MANAGEMENT
Prepare employees who are looking to assume a leadership role at Baylor. Participants will explore the differences between a manager and leader, manager responsibilities, the benefits of leadership, the challenges of leadership and the top concerns for Moving to Management. The class includes a manager assessment that is used to construct an individual development plan.

ONE-ON-ONES
One-on-Ones: The 1% Leadership Solution will increase retention, engagement and performance through consistent feedback, accountability and management. Determine how to start and how to conduct One-on-Ones.

VISION & EXECUTION
Identify the components of an organizational mission and vision statement. Explore and discuss the components of your team’s mission and vision. Identify and discuss strategies for connecting a mission and vision within your department.

WRITING & DELIVERING PERFORMANCE APPRAISALS FOR MANAGERS
Understand the basics of who, what, when, where, why and how regarding the performance appraisal process for managers. Discover applicable tools that will help facilitate the performance feedback experience.

Leadership Commitments
The Leadership Commitments serve as a supplement to the Core for employees who serve in management roles to reflect their stewardship of the University’s resources: people, places and finances.

- MANAGE ETHICALLY & ENSURE ORGANIZATIONAL COMPLIANCE
- LEAD WITH COURAGE THROUGH CHANGE & CONFLICT
- COACH & DEVELOP OTHERS
- MANAGE WORK & ADVANCE PERFORMANCE
- BUILD ENGAGEMENT & TRUST
- BUILD PARTNERSHIPS WITHIN & ACROSS TEAMS

As part of the Leadership Development program offered through Baylor’s Human Resources Department, several classes are now available each semester that will help connect leaders, provide resources and empower men and women to live out our Christian commitment within the workplace and beyond.

2018 COURSES
**Professional Development**

**CRUCIAL ACCOUNTABILITY**

Crucial Accountability teaches a step-by-step process and new skills to enhance accountability, improve performance and ensure execution building on the skills taught in Crucial Conversations (mandatory prerequisite).

**CRUCIAL CONVERSATIONS**

Whenever you’re not getting the results you’re looking for, it’s likely a crucial conversation is keeping you stuck. Learn how to handle high-stakes conversations with tact and integrity through skills that encourage speaking persuasively, fostering teamwork and resolving individual and group disagreements.

**GETTING THINGS DONE**

Learn skills to increase focus, prioritize commitments and achieve stress-free productivity. This course will provide readily applicable tools to organize information, create mental space for innovation and achieve productivity with purpose, or in other words—getting more of the right stuff done.

**INCLUSION & DIVERSITY 101**

Understand clear definitions on the meaning of diversity and its related terms. Identifying opportunities to be inclusive in a diverse environment and how to avoid inappropriate behavior.

**LEADING MEETINGS**

Reorganize, redesign and repurpose the meetings in your department to be more effective at fulfilling our mission at Baylor.

**NEGOTIATIONS**

Negotiation is everywhere. It is an essential part of your professional and personal lives. Faculty and staff will benefit from a general overview of negotiation, specific strategies to apply in everyday life and discussion of negotiating from the Christian perspective.

**SELF-AWARENESS: A CHRISTIAN PERSPECTIVE**

Know yourself so you can better lead others. Educate men and women for worldwide leadership and service through understanding self-awareness in a Christian perspective. Identify practical tools and ideas to increase self-awareness.

**STRENGTHS & YOU**

“What would happen if we studied what is right with people?” The Strengths assessment, now taken by more than eight million people, offers insights into how we can identify, develop and apply our talents, skills and knowledge to be our best personally and professionally.

**STRESS MANAGEMENT**

Identify stressors (frequency, severity), explore your reactions to stress and identify ways to overcome stress through mindfulness, tools and emotional intelligence.

**WRITING & DELIVERING PERFORMANCE APPRAISALS FOR EMPLOYEES**

Learn how the performance evaluation process will work in BaylorCompass and how you can participate actively in managing your own performance. Understand how to prepare for and complete the Performance Appraisal Process, to actively participate in performance conversation and to develop goals for the upcoming year.

**Core Commitments**

The Core Commitments establish expectations of employees which foster Baylor’s caring community in support of Pro Futuris.

**COMMIT TO BAYLOR’S CRISTIAN MISSION & VISION**

PURSUE EXCELLENCE THROUGH CONTINUOUS IMPROVEMENT

SERVE OTHERS RESPECTFULLY

ACCOUNT FOR STEWARDSHIP OF TIME, RESOURCES & SELF

SEEK LEARNING & APPLY KNOWLEDGE

BUILD RELATIONSHIPS & WORK COLLABORATIVELY
Other Resources

360° LEADERSHIP ASSESSMENT
Understanding blind spots and hidden strengths is a key part of becoming a better leader. Using a highly regarded 360-degree assessment tool, HR can assist with providing a holistic view of your leadership strengths and development areas through feedback from your manager, peers and direct reports.

LEADERSHIP LESSONS
HR provides monthly articles to discuss leadership, character and development within the context of our Christian commitment at baylor.edu/hr/leaders.

TEAM DEVELOPMENT PLANS
Human Resources will recommend and co-create a twelve-month training plan unique to your department in order to maximize professional development for your team’s needs.

RIGHTNOW MEDIA
RightNow Media is an extensive visual library which can be accessed on demand from your TV, computer, tablet or phone. There are more than 5,000 videos on leadership and other personal and professional development topics from well-known leaders including Patrick Lencioni, Zig Ziglar and John Maxwell.

LYNDA.COM
Lynda.com is a leading online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals. Baylor employees have access to the Lynda.com video library of engaging, top-quality courses taught by recognized industry experts. To access, visit baylor.edu/its, and then choose Services > Training > lynda.com.

TEAM RETREATS
Team retreats are a time to: review or define mission, goals and values; encourage team development; review personnel; and conduct industry comparisons for bench marking and analysis. HR will help you plan a team retreat or implement team building activities within your existing plans.

QUESTIONS
Contact askHR at (254) 710-2000 or askHR@baylor.edu

REGISTRATION
• Log in to BaylorCompass at baylor.edu/compass
• Click on >Learning
• Search by title, description, keyword, etc.
• Hover your mouse over a course title to see details.
• Click the title to learn more or register.
• Inside a selected learning unit, click on the Sessions tab to see upcoming scheduled sessions. Click “Enroll” on the row of the session for which you would like to register.

For more instructions and details, visit the BaylorCompass information page at baylor.edu/hr/baylorcompass.