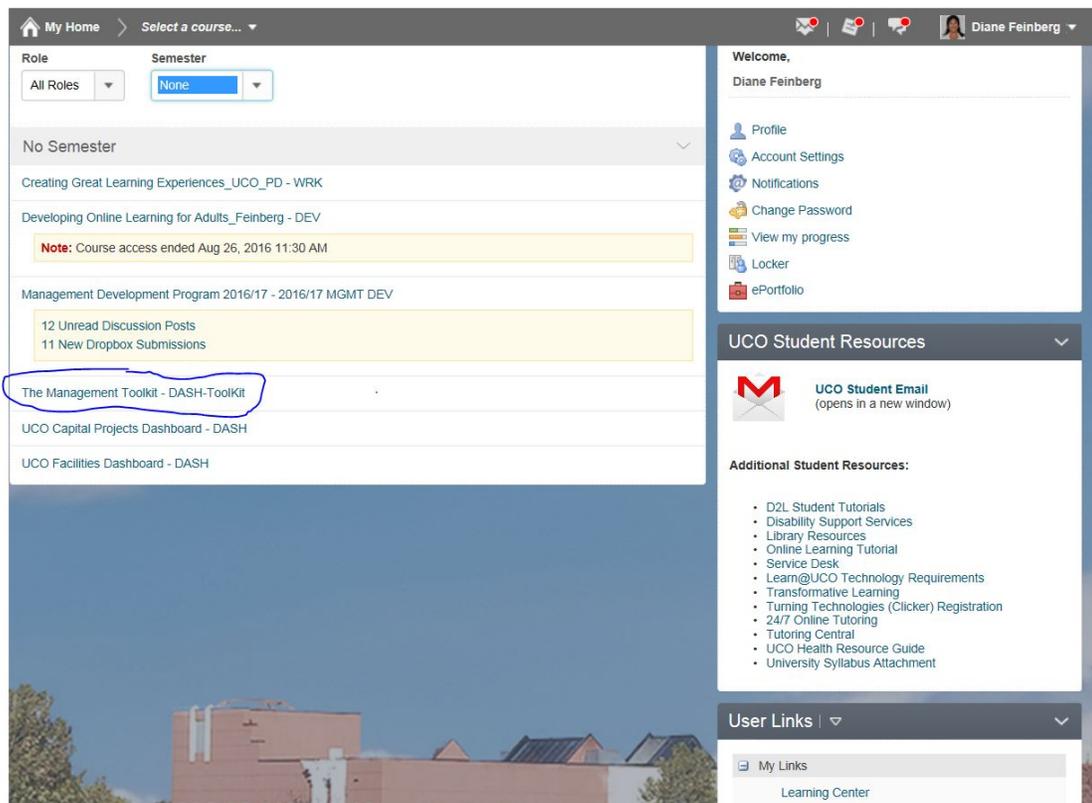


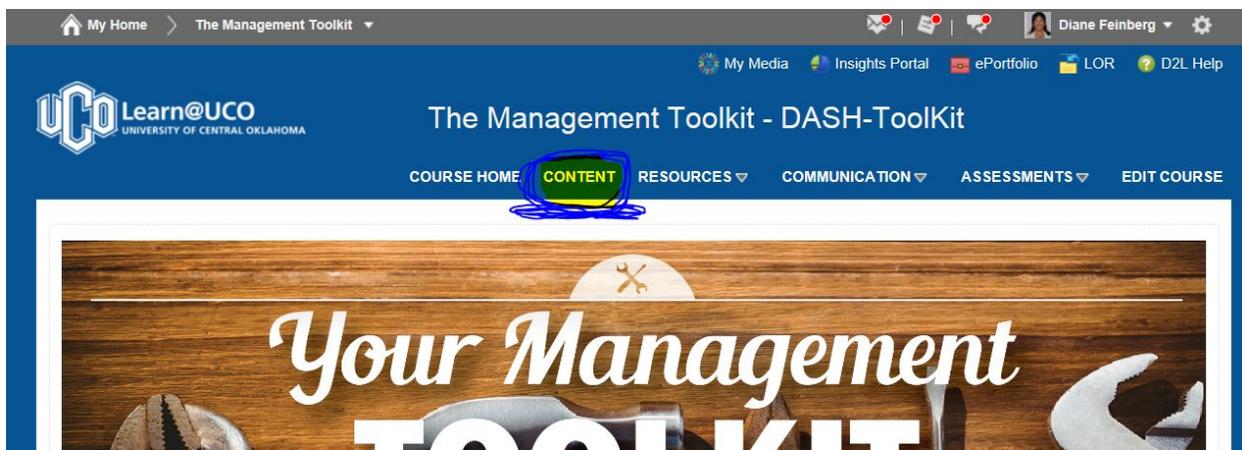
Tips to using the Management Toolkit.

You can quickly **access** by clicking on this link - [Management Toolkit](#), or by typing learn.uco.edu in the address bar. Either way, you will be directed to the common log-in page where you will use your UCO user name and password. This will take you to your personal D2L site, where you will immediately see the Management Toolkit link. If you do not, please email us at hr@uco.edu.



The screenshot shows a D2L course dashboard for Diane Feinberg. The main content area lists several courses. The course "Management Development Program 2016/17 - 2016/17 MGMT DEV" is highlighted with a yellow background. Below the course name, there are statistics: "12 Unread Discussion Posts" and "11 New Dropbox Submissions". A link titled "The Management Toolkit - DASH-ToolKit" is circled in blue. Other courses listed include "Creating Great Learning Experiences_UCO_PD - WRK" and "UCO Capital Projects Dashboard - DASH". The right sidebar contains a "Welcome" message, a profile section with links to Profile, Account Settings, Notifications, Change Password, View my progress, Locker, and ePortfolio. Below that is a "UCO Student Resources" section with a link to "UCO Student Email" and a list of "Additional Student Resources" including D2L Student Tutorials, Disability Support Services, Library Resources, Online Learning Tutorial, Service Desk, Learn@UCO Technology Requirements, Transformative Learning, Turning Technologies (Clicker) Registration, 24/7 Online Tutoring, Tutoring Central, UCO Health Resource Guide, and University Syllabus Attachment. At the bottom of the sidebar is a "User Links" section with a link to "Learning Center".

When you click on it, the site will open. **Content** is the link you will primarily use. It will take you to everything offered in the Management Toolkit.



The screenshot shows the "The Management Toolkit - DASH-ToolKit" interface. The top navigation bar includes "My Home", "The Management Toolkit", and user information for Diane Feinberg. Below the navigation bar is a blue header with the UCO Learn@UCO logo and the title "The Management Toolkit - DASH-ToolKit". A navigation menu contains links for "COURSE HOME", "CONTENT", "RESOURCES", "COMMUNICATION", "ASSESSMENTS", and "EDIT COURSE". The "CONTENT" link is highlighted with a blue circle. Below the navigation menu is a large banner image with the text "Your Management TOOLKIT" in a stylized font. The banner image shows a wooden surface with various tools like a wrench and a screwdriver.

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Health and Wellness - FMLA; Light Duty; Maternity Leave; Extended Illness; Leave Share.		1
Hiring New Employees; Modifying Current Employees; Updating Job Descriptions; Compensation Analysis.		41
Managing People - Policy & Procedure Interpretation; Recognizing & Rewarding Employees; Addressing Unacceptable Performance, Attendance or Behavior.		30
Professional Development for You and Your Employees.		25
Records Management		9

Most modules are the components from in-class training programs.

Other modules are simply “how to” documents recently created, or taken from our website.

While there are “forms” and “templates” you can download, most everything else is a one-way push of information for you to read or view.

On the left under the **Table of Contents** are specific actions or tasks you might be looking for – FMLA question; need to update/modify a job description; want to reward an employee; learn about professional development offerings; etc.

All modules are designed to be organized “in order” of events. This allows you to start at the top and simply continue to the next slide presentation, video, or document, to know step by step how to handle a situation, or complete a task from start to finish. Some modules are one process (Corrective Action, for example)

The screenshot shows a course interface with a sidebar on the left and a main content area on the right. The sidebar contains a 'Table of Contents' section with the following items:

- Health and Wellness - FMLA; Light Duty; Maternity Leave; Extended Illness; Leave Share. (1)
- Hiring New Employees; Modifying Current Employees; Updating Job Descriptions; Compensation Analysis. (41)
- Managing People - Policy & Procedure Interpretation; Recognizing & Rewarding Employees; Addressing Unacceptable Performance, Attendance or Behavior. (30)
- Corrective Action (10)** - This item is circled in blue.
- Performance Evaluations (13)

The main content area displays the 'Corrective Action' module. It includes a 'Published' status, a description of the module's purpose, and a list of activities:

- Course Introduction Video** - Start Here. This video will help you navigate through the module.
- "Correction Not Punishment" PowerPoint Presentation** - This is an overview that includes: the history of *discipline* in the workplace; the difference between "traditional" discipline and UCO's preferred approach; the three (3) categories of employee issues; the positive corrective action "steps"; a manager's responsibility; an employee's responsibility; and some additional related information. When you click to open the PowerPoint you will want to download it for optimum viewing. You will see a download option (designated with a downward pointing arrow) on the bottom right.
- Watch the "how-to" video** - This video will show you the process UCO uses to address employee issues in need of correction. There are three (3) scenarios that demonstrate the **5 Step Performance Improvement Process**. You will learn to successfully interact with an employee to discuss the problem, agree on a solution, and document the action plan in such a way that demonstrates you (the manager) are following UCO's positive corrective action procedures. It is important that UCO can demonstrate that we are consistent in our practices, should we ever

Others are stand-alone processes, *within* a larger process (Hiring, for example will break down the process for various “types” of employee hiring, as they have varying requirements.)

This module provides the basic process for hiring a staff or student employee. It also includes best practices for interviewing and selection criteria.

For more information on hiring students, international, or temporary/seasonal employees - see the respective module tabs.

For information in regards to posting a position, see the PeopleAdmin Module.

New Add Existing Activities Bulk Edit Expand All Collapse A

Posting a Position on Jobs.uco.edu

This activity gives you information regarding basic job posting information, including tools to assist with sorting through applicants.

Candidate Selection: Legal Implication, Required Tracking, and Best Practices

This activity give you information on the legal implications of the hiring process, instructions for completing the required tracking, and suggestions for best practices for record keeping, interview questions, checking references, and checking social media.

Here's How to Check Your Hiring Blindspots

Suzy Welch, best-selling author and business journalist, shares some great tips on how to get hiring right as a leader.

Berke Pre-employment Assessment

This activity introduces the Berke Pre-Employment Assessment that can be used to measure ar

If you’ve already attended the in-class session and you’re just looking for one or two pieces of information to refresh your memory, each PowerPoint presentation, video, or document has a “description” of what it provides, and “instructions” for viewing or downloading, when needed. This allows you to search, or otherwise “skip around” to find just what you need.

The checkmarks show “descriptions”.

This arrow shows “instructions”.

Course Introduction Video

Start Here. This video will help you navigate through the module.

"Correction Not Punishment" PowerPoint Presentation

This is an overview that includes: the history of *discipline* in the workplace; the difference between "traditional" discipline and UCO's preferred approach; the three (3) categories of employee issues; the positive corrective action "steps"; a manager's responsibility; an employee's responsibility; and some additional related information.

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Some additional information you might find helpful. Scroll down to the bottom of the Course Home page (the first page that opens when you access the site). There you will find: a calendar of **Upcoming Events** for you and your employees; **Scooped for You!** articles of interest *just for you* in your role of supervising others (click on one, and you'll have access to more); and **links** to our website and the learning center.

The screenshot shows three main sections at the bottom of the course home page:

- Calendar:** A dropdown menu showing the current date as Tuesday, October 11, 2016. Below it, a list of upcoming events:
 - OCT 17: All Day New Employee Training
 - OCT 19: All Day Leadership UCO
 - OCT 28: 2:00 PM Years of Service
 - OCT 31: All Day New Employee Training
 - NOV 2: All Day Day of Wellness
- Scooped for You! Articles you might like:** A featured article titled "Human Resources Tips" curated by Diane Feinberg. The article image shows a group of colorful human figures holding hands in a circle around the word "CULTURE". The subtitle is "10 Reasons Why Culture Matters".
- Helpful Links:** A list of links including "Human Resources Website" and "The Learning Center".

You can also view dates and descriptions of **Upcoming Events** under the **Course Schedule**, in the **Content** tab

The screenshot shows the "Content" tab selected in the top navigation bar. The "Course Schedule" link in the left sidebar is circled in blue. The main content area displays a list of events:

- Monday, October 3, 2016:** New Employee Training (Oct 3, 2016 - Oct 3, 2016)
- Thursday, October 6, 2016:** Leadership UCO (Oct 6, 2016 - Oct 6, 2016). Description: "Leadership UCO (LUCO) is an annual program that focuses on tying the Transformative Learning Central Six Tenets into the curriculum with an emphasis on Leadership. It is designed to help participants develop their professional and personal leadership qualities, grow their network, and become an overall healthier individual. To learn more about Leadership UCO visit our [webpage](#)."
- Monday, October 17, 2016:** New Employee Training (Oct 17, 2016 - Oct 17, 2016)
- Wednesday, October 19, 2016:** (Event details are partially visible but cut off)

Hopefully these tips will be helpful when you access the site. Be sure to contact us with any questions, or would like personal assistance. Email us at hr@uco.edu, or call us at 974-2366.