



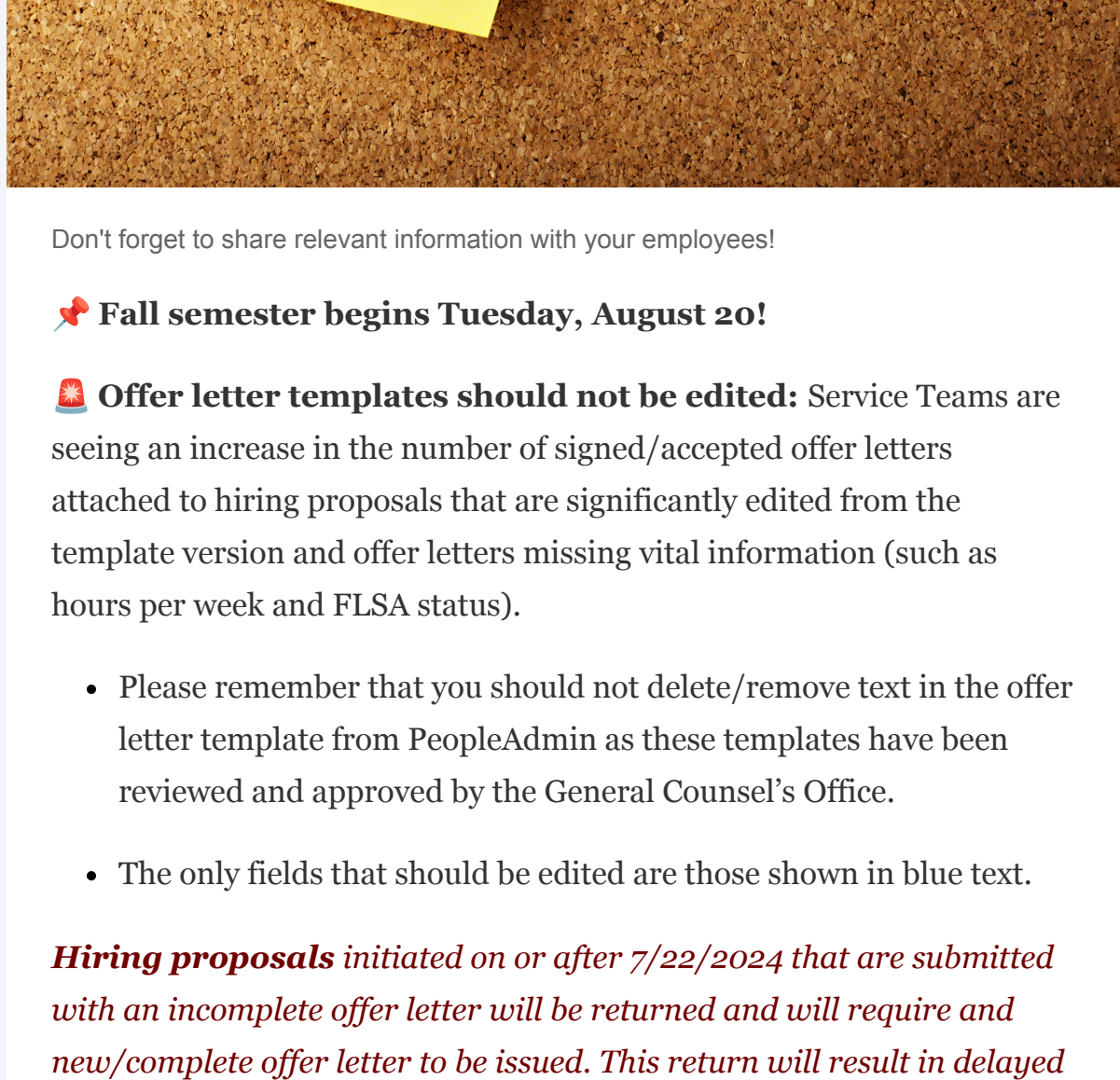
Supervisor Newsletter: Monthly News Leaders Can Use

By HR • Aug 16, 2024

Smart Brevity® count: 4.5 mins...1127 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!

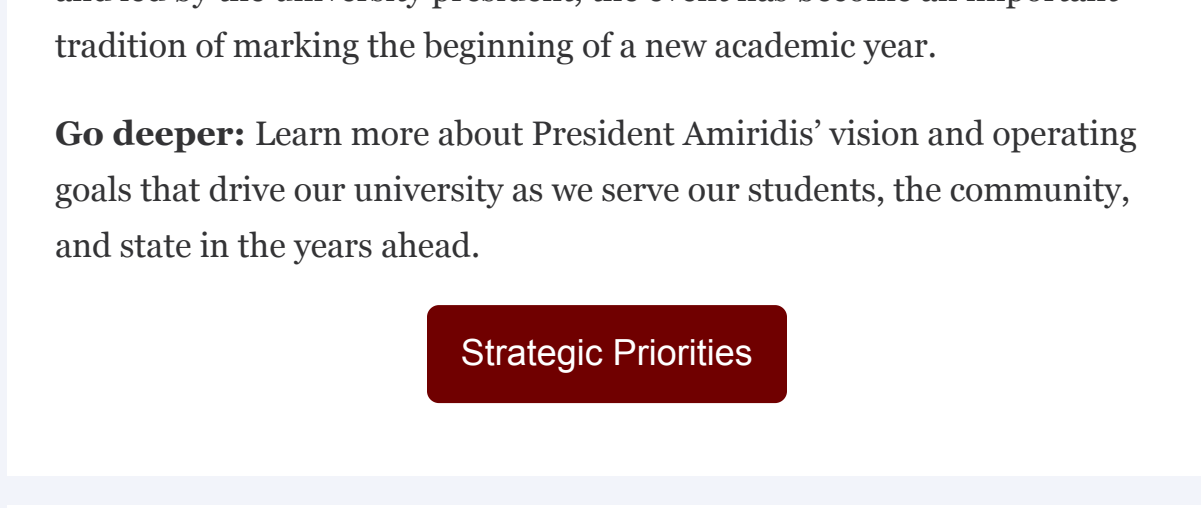
📌 Fall semester begins Tuesday, August 20!

📌 **Offer letter templates should not be edited:** Service Teams are seeing an increase in the number of signed/accepted offer letters attached to hiring proposals that are significantly edited from the template version and offer letters missing vital information (such as hours per week and FLSA status).

- Please remember that you should not delete/remove text in the offer letter template from PeopleAdmin as these templates have been reviewed and approved by the General Counsel's Office.
- The only fields that should be edited are those shown in blue text.

Hiring proposals initiated on or after 7/22/2024 that are submitted with an incomplete offer letter will be returned and will require a new/complete offer letter to be issued. This return will result in delayed approval.

State of the University



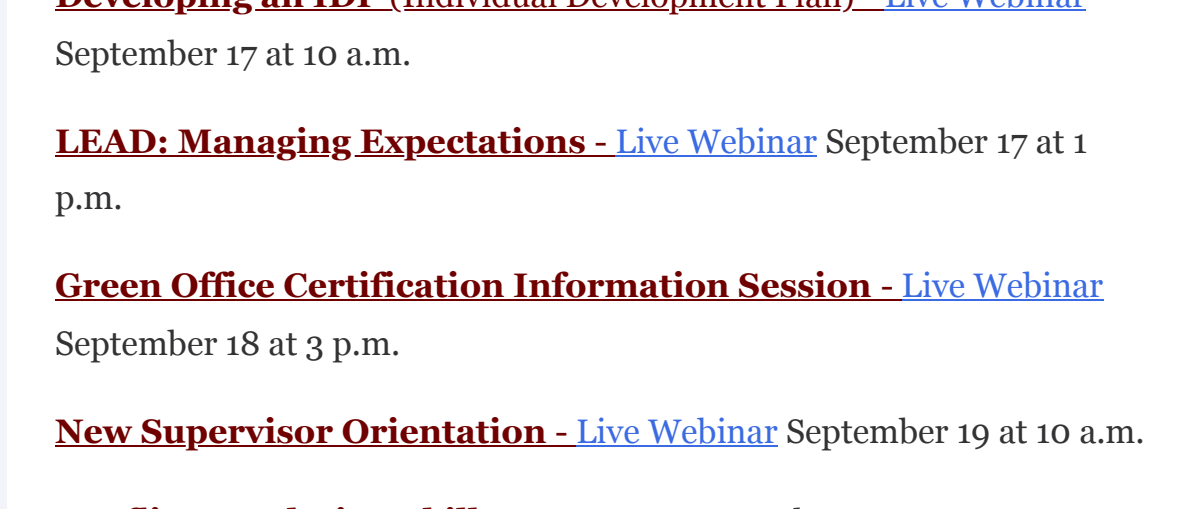
President Michael Amiridis will reflect on the achievements of the past year and look to the future with his [State of the University address](#) on **Wednesday, September 11, at 10 a.m.** in the Russell House Ballroom.

About the event: USC's annual State of the University address is an opportunity for the campus community to celebrate recent successes and unite around a vision for the future. Open to students, faculty, and staff and led by the university president, the event has become an important tradition of marking the beginning of a new academic year.

Go deeper: Learn more about President Amiridis' vision and operating goals that drive our university as we serve our students, the community, and state in the years ahead.

[Strategic Priorities](#)

Training and Development



Supervisor Trainings Just for You:

New Supervisor Orientation - [Live Webinar](#) August 22 at 1:30 p.m.

LEAD: Leading at USC & Writing Position Descriptions - [In Person](#) September 11 at 9 a.m.

Team Dynamics - [Live Webinar](#) September 11 at 2:30 p.m.

Lean Process Improvement - [Live Webinar](#) September 12 at 10 a.m.

Mindfulness in the Workplace - [Live Webinar](#) September 12 at 11 a.m.

Developing an IDP (Individual Development Plan) - [Live Webinar](#) September 17 at 10 a.m.

LEAD: Managing Expectations - [Live Webinar](#) September 17 at 1 p.m.

Green Office Certification Information Session - [Live Webinar](#) September 18 at 3 p.m.

New Supervisor Orientation - [Live Webinar](#) September 19 at 10 a.m.

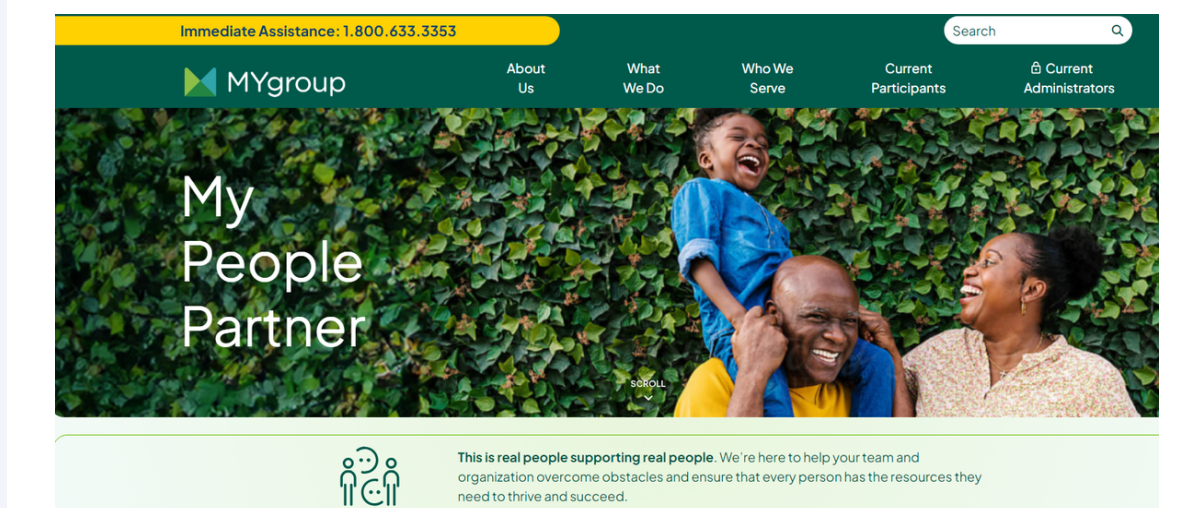
Conflict Resolution Skills - [In Person](#) September 20 at 10 a.m.

📌 **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.
- Departmental/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.

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

Wellness



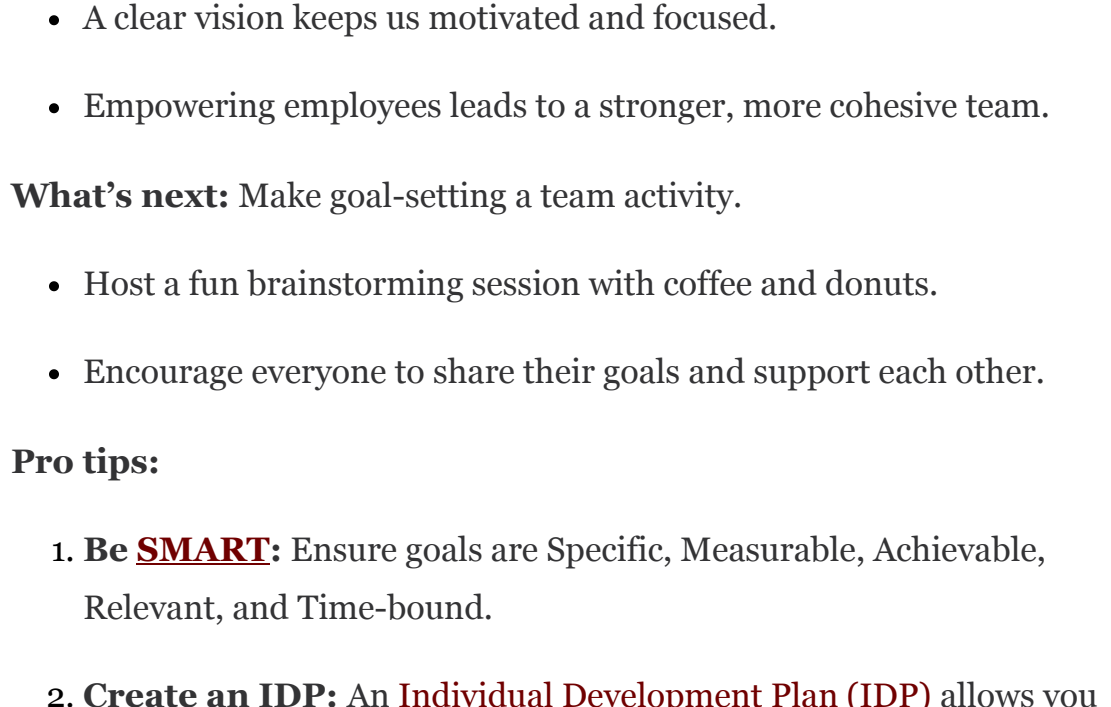
🌟 Small Habits with Big Benefits

“There’s power in performing small, routine behaviors that organize our lives and help maintain our mental health. Something as simple as making your bed each morning can be a component of preventive mental health practices. Surprisingly, however, only 38% of adults do it. Making your bed each morning sets a positive tone for the day. It gives you a quick win and the chance to experience some approving, positive self-talk. The task clears mental clutter and gives you a sense of order and control. This can carry over to other tasks and goals in your life. Can you think of other habits that promote mental clarity, boost self-esteem, foster discipline, and reduce stress?”

🔗 **Look at the numbers:** visit SleepDoctor.com’s page on [benefits of making your bed](#)...not only does it have positive mental health benefits, it actually helps you get better quality of sleep.

Go deeper: Check out the [August MYgroup EAP Employee Newsletter](#) for more advice and tips.

👉 **Feel good read:** “[Londoners Are Walking Their Way to Better Mental Health](#)” - Walking therapy - simply walking and talking with intention - has been shown to relieve stress, loneliness, burnout and more.

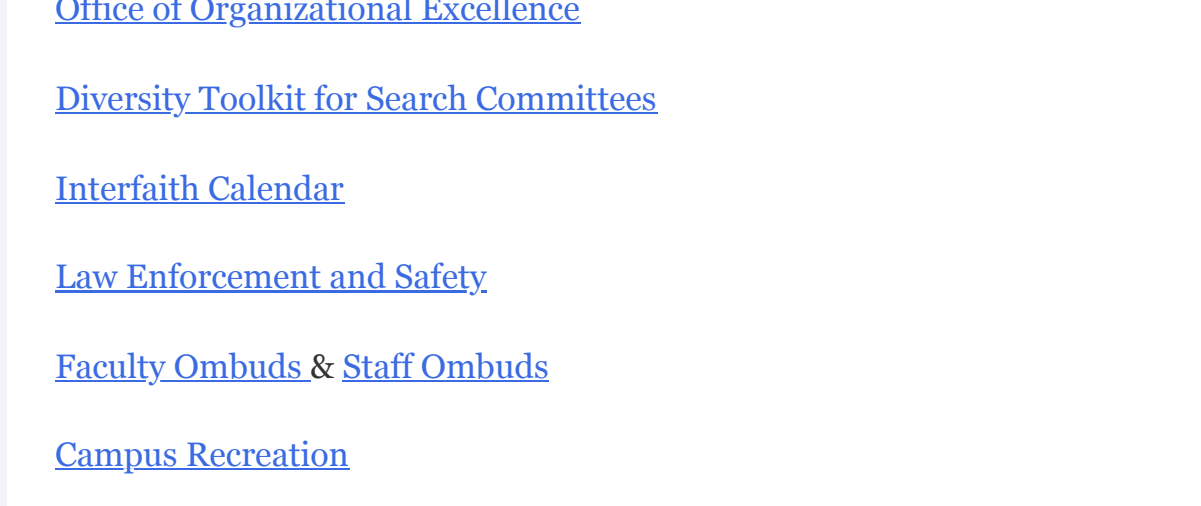


MYgroup Website Has a New Look! MYgroup EAP recently updated their website to be more intuitive and informative while providing users with valuable resources.

Please share the following updates with your employees on how they can access employee resources and navigate the updated site:

- Where you previously logged in at "My Portal Login," employees will now access the site at "[Current Participants](#)" then click on "Employee Resources" to access Work-Life Services
- Login credentials have remained the same: **USERNAME: usc;**
PASSWORD: guest

Kickstart your goals this fall



The new school year is here, and it's time to show up for ourselves and our teams.

Why it matters: Setting intentional goals can lead to personal and professional growth and help our teams thrive.

- A clear vision keeps us motivated and focused.
- Empowering employees leads to a stronger, more cohesive team.

What's next: Make goal-setting a team activity.

- Host a fun brainstorming session with coffee and donuts.
- Encourage everyone to share their goals and support each other.

Pro tips:

1. **Be SMART:** Ensure goals are Specific, Measurable, Achievable, Relevant, and Time-bound.
2. **Create an IDP:** An [Individual Development Plan \(IDP\)](#) allows you to develop your goals and help your employees establish goals and action plans.
3. **Stay flexible:** Adjust goals as needed to stay on track.
4. **Celebrate wins:** Recognize and reward progress along the way (maybe send them a [Cocky Card!](#)).

The bottom line: Let's embrace the new school year with enthusiasm. Together, we can achieve great things and make this semester unforgettable.

🌟 **Harness Positive Reinforcement for Success:** With MYgroup EAP, learn how to effectively acknowledge and appreciate positive actions in various contexts, from the workplace to parenting. This online on-demand webinar is available after August 20th - visit [MYgroup.com](#) to login and watch

(Even) More Resources

[Organizational and Professional Development](#)

[Center for Teaching Excellence](#)

[Office of Access and Opportunity](#)

[University Libraries](#)

[Office of Organizational Excellence](#)

[Diversity Toolkit for Search Committees](#)

[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 the new school year just around the corner, don't forget to take advantage of all of the [Perks & Discounts](#) available to USC and State employees to help get you and your family ready for school.

Feedback

Please share your thoughts on this edition.

Was this edition useful?

Your responses are anonymous

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