

McMaster University New Manager Orientation Program

This virtual program is designed to be an interactive learning experience for new people managers (new to their role or new to the University). The program covers foundational aspects of managing people at the University. Over the span of four weeks, participants will engage in four two-hour virtual sessions, learning from a lead facilitator, senior leaders from the University, internal guest speakers and one another.

Program Objectives:

- Creating a network of new people from across campus in similar management roles, and enabling exposure to senior leaders
- Gaining knowledge about navigating the university to answer common questions and providing access to resources
- Identifying action items for new manager development plans which are grounded in [McMaster's Leadership Capabilities](#) and values such as trust, teamwork and inclusivity
- Building a foundation for developing a leadership brand

Program Topics and Highlights:

As noted above, the program includes four sessions. It is important for participants to attend all four sessions to successfully transition into your people manager role.

Session 1 – Leadership at McMaster

- Introduction to Leadership at McMaster University
- *Leader Connection*: focus on leadership style and culture, and Q & A session
- *Panel Discussion*: with people managers to hear about their experiences, perspectives and lessons learned
- Mentorship opportunities

Session 2 – Foundations of People Management - Part 1

- Managing in a unionized environment
- *Employee Life Cycle Tour*: recruitment/onboarding, life events, offboarding
- Case scenarios – learning application

Session 3 – Foundations of People Management - Part 2

- *Leader Connection*: managing various employee groups and complexities of people management at the university
- *Employee Life Cycle Tour*: managing performance, development, and recognition
- Case scenarios – learning application

Session 4 – Cultivation of Human Potential

- *Leader Connection*: an approach to development
- *Development Planning*: 30/60/90-day plan, key skills for leaders, and supports
- Closing reflections and next steps

Up to 30 minutes of pre-work may be assigned before each session.

Who Should Attend?

Individuals who are responsible for supervising others including:

- Members of The Management Group (TMG)
- Members of the McMaster University Faculty Association (MUFA)
- Member of the McMaster University Academic Librarians' Association (MUALA)

If you are new to McMaster, prior to enrolling in NMO, please attend a [New Employee Orientation](#) session. [Sessions](#) are offered monthly.

Additional Information

Participants will receive access to a Microsoft Teams Channel for people managers. The Channel will provide participants with learning resources and serve as a community hub for ongoing dialogue and networking.

NMO is sponsored by Human Resources Services and delivered by McMaster Continuing Education.