HR Topics for People Leaders

February 27, 2024

Human Resources

Agenda

Welcome & Housekeeping	**Our Values**	**Dr. Diamond Ford**
Performance Management: Evaluations & Goal Setting	**We Strive for Excellence**	**Kellye Terrell Shirnelle Council**
Learning & Development Opportunities	**We Strive for Excellence**	**Bryan Harber**
Flexible Work Arrangement Updates and Enhancements	**We Nurture the Well-being of Our Community**	**Diamond Ford**
Announcements, Reminders & Updates	**We Nurture the Well-being of Our Community**	**Diamond Ford**

But first…

A few reminders:

Use the Chat to share helpful information with other People Leaders.

We’ll pause for questions after each topic. Add your questions to the Q&A section of this meeting or use the raise hand feature and we'll call you to state your question out loud.

We’ll share this presentation, the Q&A and recording after today's call via the PLN Newsletter. You can also refer to the meeting chat later for the recording and files.

Engagement Category – Interactive

Moderate – Informational
Participants look, listen, and learn.

High – Interactive
Participants engage in polls or other feedback platforms and are invited to respond via chat or open microphone.

Very High – Collaborative
Participants are assigned to breakout rooms and participate in small groups.

The People Leaders Network

A space to engage, share, grow and maximize your impact

The People Leaders Network is a community created for people who supervise direct reports.

The PLN serves as a vehicle and direct line to leaders to provide monthly, just in time, relevant and supportive information to leaders around leadership and management topics.

It is intended to enhance the Leader's Employee Experience by providing a space for connection.

PLN Newsletter

Monthly newsletter for people leaders to stay in the know on processes, new campaigns, events, and access new/existing tools.

Leading @Tech Webpage

Content hub for people leaders to access process guidelines, forms, events, news, FAQs, and more.

Leader Groups

A space for people leaders to connect, share ideas, recognize good leadership practices, areas of opportunity, resources and more.

HR Topics for People Leaders

Monthly discussions with GTHR, where leaders can learn best practices for managing their teams and developing themselves.

Performance Management: Evaluation

Kellye Terrell, Executive Director of Human Resources
Shirnelle Council, Assistant Director Employee Relations

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Performance Management

Performance Management is the process of managing, coaching, developing, and evaluating employees to cultivate relationships and create plans for future success.

Four Components of the Performance Cycle:

- Self-Assessment
- **Formal Annual Evaluation Review**
- Goal Setting
- Continuous Coaching and Feedback

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Performance Management Cycle

- The Annual Evaluation period is February 5, 2024-April 5, 2024.

- Access the PM@Tech portal through the asc.gatech.edu site.
  - Click on the HR Services Tile
  - Click on the PM @Tech workspace.

- PM@Tech is for all staff employees. Faculty who supervise staff will also complete the annual performance cycle for their staff employees using PM@Tech.

- Students, Affiliates, Faculty, GTRI, EI2 and GTAA employees **do not** complete the performance management cycle using PM@Tech.

- Department Leaders and HR Partners can see all employees in their unit(s), including indirect reports.

- Visit the Georgia Tech Performance Management site for annual evaluation resources **now**! hr.gatech.edu/performance-management.

People Leader PM@Tech Open Forum

Join the upcoming people leader PM@Tech open forum
Wednesday, February 28, 2024
9:30 am - 10:30 am

Staff Performance Management Annual Cycle

2023

Self-assessment
Dec. 1 to Feb. 5

Annual Performance Evaluations
Feb. 5 to April 5

2024

Goal Setting
Mar. 1 to Apr. 30

Continuous Coaching and Feedback
Jan. 1 to Dec. 31

hr.gatech.edu/performance-management

Questions

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Performance Management: Learning Opportunities

Bryan Harber, Workplace Learning & Professional Development

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PLAN | MANAGE | REVIEW | REWARD

Learning & Development Support

For additional learning & development support, contact Workplace Learning & Professional Development at **training@gatech.edu**. Additional guidance and support can be found at the **Performance Management @TECH Website** and from your HR Representative.

PLAN | MANAGE | REVIEW | REWARD

Mindset

- Trust, Clarity, & Ownership Course (People Leaders) *
- Seizing Your Career Workshop
- The PARTNER Method for Performance Management Online Module

Skillset

- SMART Goals Online Module
- Gaining Buy-in Online Module
- Setting Goals and Performance Management LinkedIn Learning Module

Toolset

- Developing SMART Goals Guide

* Contact WLPD to register for this course

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PLAN MANAGE REVIEW REWARD

Learning & Development Support

For additional learning & development support, contact Workplace Learning & Professional Development at **training@gatech.edu**. Additional guidance and support can be found at the **Performance Management @TECH Website** and from your HR Representative.

PLAN MANAGE REVIEW REWARD

Mindset

- DiSC: Flexing Your Style to Achieve Results Workshop

Skillset

- Conducting Performance Reviews LinkedIn Learning Module
- Navigating Conflict and Challenging Conversations Workshop
- POWER of Writing Workshop

Toolset

- Self-Assessment and Annual Evaluation Online Module
- Probation Evaluation Online Module
- Performance Management @Tech Website

Additional learning & development courses and resources for the **MANAGE** and **REWARD** phases of the Performance Management Cycle can be found here.

http://tinyurl.com/PMatTechLDSupport

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Workplace Learning & Professional Development

Learning Resource Catalog

Your Guide to 2024 Learning Opportunities

WLPD 2024 Learning Resource Catalog

Explore the catalog for courses and programing offered throughout the year.

WLPD Website | WLPD Email

Trust, Clarity, & Ownership *
Explore the three key ingredients that leaders need to support productive working relationships with their direct reports.

* Contact WLPD to register for this course

Giving and Receiving Feedback
Mar. 12 | 9:00 - 11:00 a.m. | In Person
Build skills and knowledge and around giving and receiving feedback.

Managing Your Performance
Mar. 12 | 9:00 - 11:00 a.m. | Virtual
Learn the foundation of Georgia Tech's performance management approach.

Conflict Management: An Exercise in Enriching Relationships
Mar. 27 | 9:00 a.m. - 4:30 p.m. | In Person
Explore how you and others deal with conflict by learning about personal Conflict Management Styles and a framework to leverage when working through conflict.

Seizing Your Career
Mar. 28 | 9:00 a.m. - 12:00 p.m. | In Person
Master the four core attributes of professional success to seize control of your career.

DISC: Flexing Your Style to Achieve Results
May 21 | 9:00 a.m. - 5:00 p.m. | In Person
Explore your personality style and the styles of others so you avoid common interpersonal issues and benefit from enriched relationships in every facet of your life.

** If any of the above sessions are full, please join the waiting list or find another session date that works for your schedule by logging into the **Learning Management System** and searching in the course catalog by the session name.

Questions

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Annual Evaluation Open Forum for People Leaders

Join us for a virtual open forum to review the Annual Performance Evaluation process and the PM@Tech system. GTHR representatives will be on hand to guide you through the PM@Tech system and provide answers to fundamental questions related to the performance evaluation process.

- Save the Date | **February 28th**
- Where: **Virtual meeting**
- Time: **9:30am – 10:30am**

Register to join the Open Forum

Human Resources

Working @Tech
Flexible Work Arrangements

Diamond M. Ford, Sr. Director of Employee Experience

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Benefits of Flexible Work

- **Improve employee life-work integration** – Allows employees to manage the demands of their career while also encouraging time for family, friends, hobbies, and self-care.

- **Reduce Absenteeism-** Provides opportunities for employees to attend to obligations outside of work leading to fewer unscheduled absences and disruptions to the work schedule.

- **Competitive Recruiting** – Flexible work opportunities create a desirable experience that attracts competitive talent.

- **Increased Engagement** – Engagement and staff retention can increase through employing flexible work arrangements.

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Working @ TECH

Staff Reminder

We are striving for 100% completion. Encourage your teams to complete our update their Flexible Arrangement Forms as we prepare for the end of the calendar year.

- You can access the manager's dashboard via LITE for a summary of your team completion status.
- All full-time, benefits eligible staff who have not yet submitted are encouraged to do so by the end of the fiscal year. If they anticipate vast changes due to summer schedules, a new Working @Tech Arrangement is expected.

Working @Tech Arrangement | Human Resources (gatech.edu)

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How to fill out your Working @Tech Arrangement Form

Through the Working @Tech initiative, the Institute is committed to cultivating our employees' well-being and providing opportunities for flexible work arrangements that support the Institute's mission and value of serving students.

Founded on our pursuit to lead by example, champion innovation, and maximize efficiency through the AdminX initiative, the Working @Tech Arrangement enables the Institute to provide enhanced reporting and analytics regarding how people work at Georgia Tech.

Working @Tech Arrangement

Please note, while the Institute is committed to embracing flexibility, it is imperative that we prioritize the needs of our student population and recognize not all flexible options are guaranteed.

Submit Yours Today

Working @Tech Resources

- Working @Tech Job Aid
- Manager Talking Points *
  (*see Managing Talent)
- Flexwork Arrangements Policy
- Flexwork Arrangements Guidelines
- Working @Tech Arrangement

Please select the options that best describe your work arrangements at Georgia Tech

Location — Compressed — Flextime — Complete

Work Arrangement

** indicates a required field*

* In a typical week, I am...

Telecommuting some or all of the t

* Where is your primary GT office/workspace?

Search by building name, address or building ID

Room/Space number:

* Select which days of the week you are scheduled to ***telecommute***:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

☐ Sunday

☐ I am available to come on-site as needed

* My telecommuting location:

Country: UNITED STATES

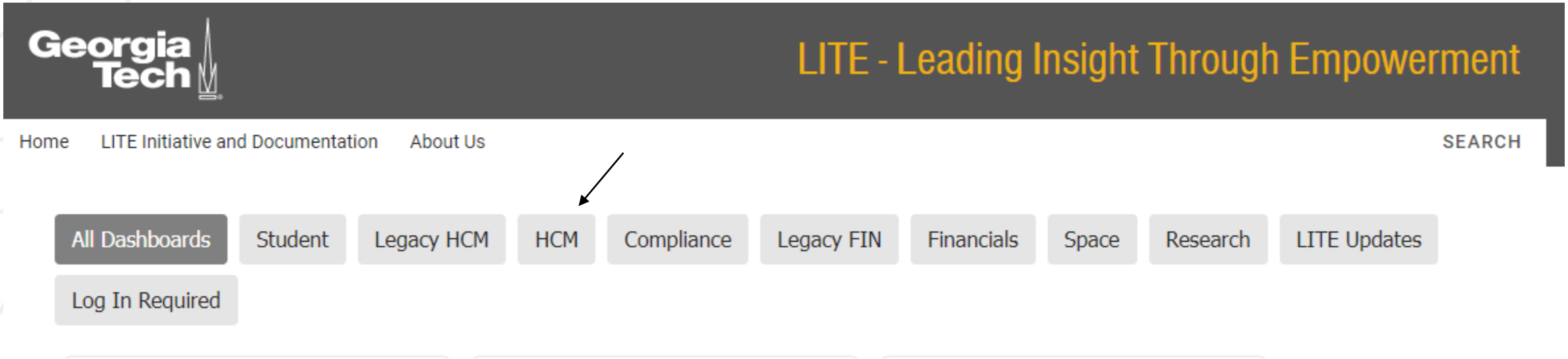
State: Georgia

City:

Additional Comments

Please provide more information, if needed

Working @Tech Arrangement Dashboard



- Visit lite.gatech.edu
- Select the HCM tab from the top menu bar
- Dashboards are listed alphabetically; scroll all the way to the bottom to view your Working @Tech Arrangement dashboard

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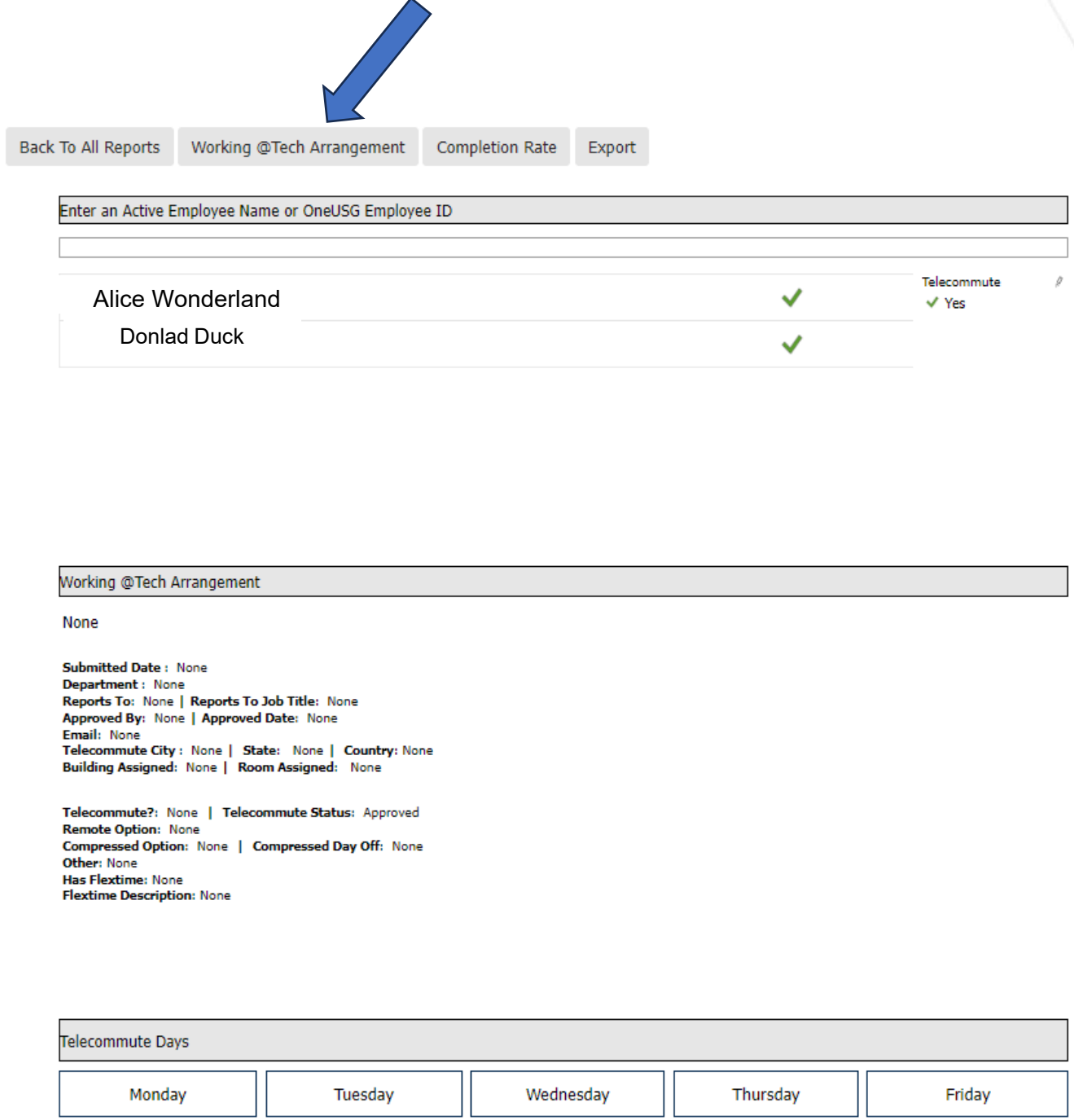
Working @Tech Arrangement Dashboard



Back To All Reports | Working @Tech Arrangement | Completion Rate | Export | Reset

View: Original | Watch

Working @Tech Arrangement Completion Rate

Employee Count

Dept ID - Dept: (All)

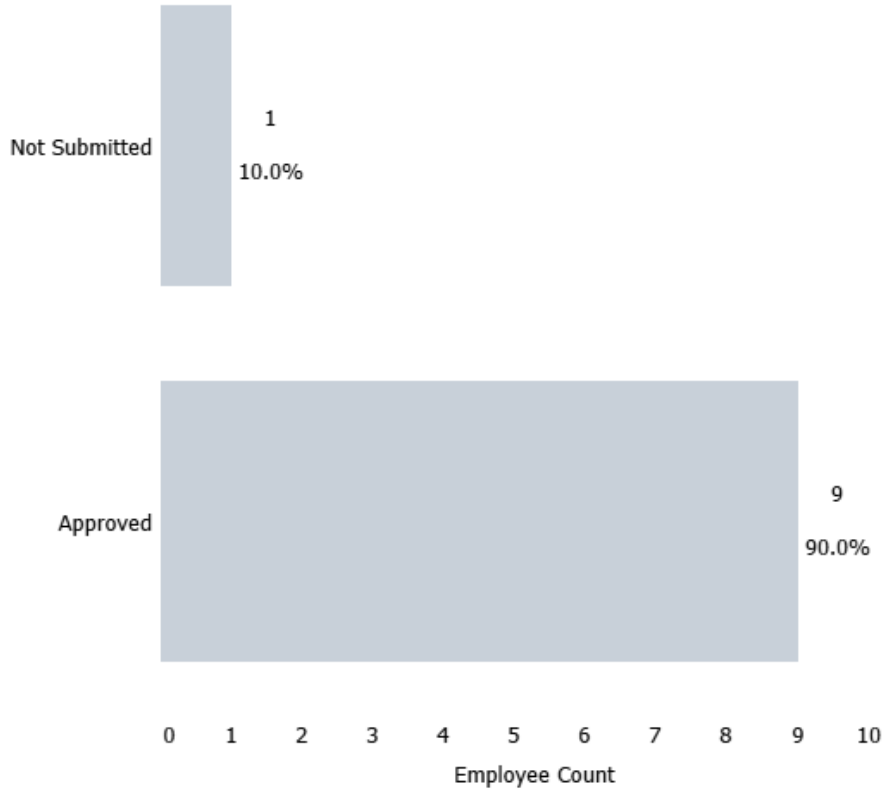
Approval Status: (All)

Reports To Employee ID - Name: Manager's Name

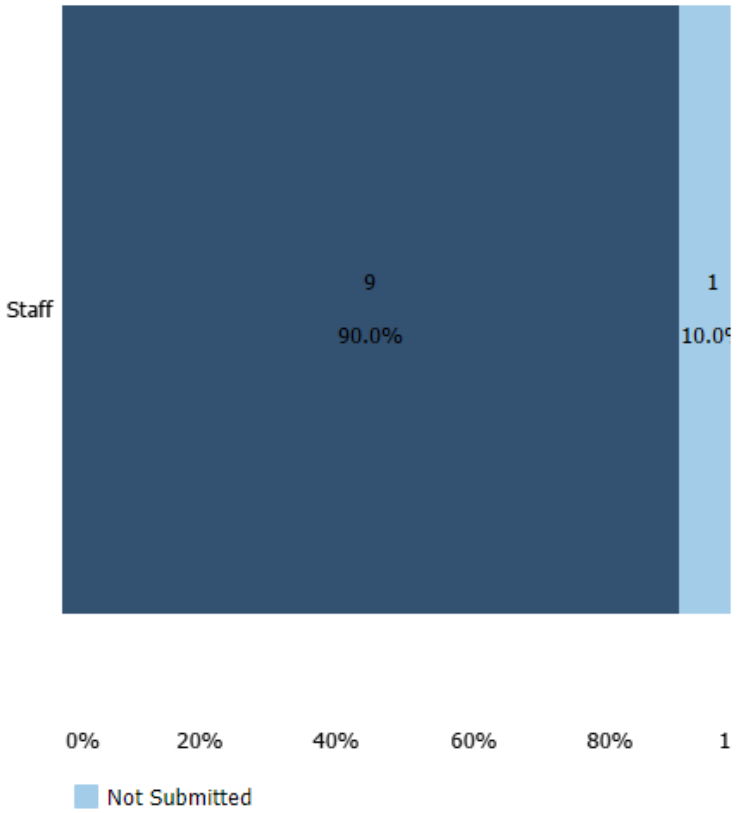
Flex Time: (All)

10

Completion By Approval Status



Completion By Employee Class



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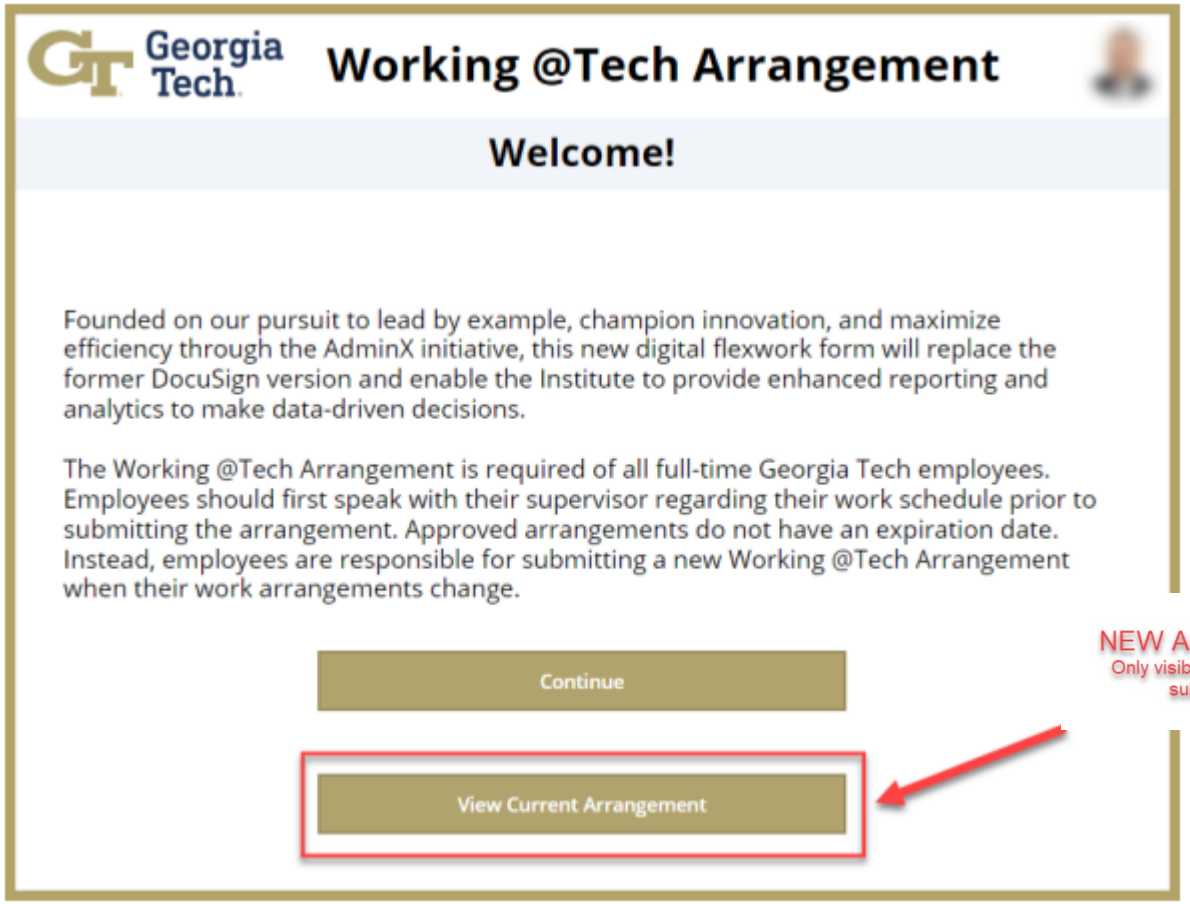
Working @ Tech – Flexible Work Arrangement Form Updates & Enhancements

The previous **Working @Tech app** did not allow staff members to view the details of their current arrangement on file within the app.

Enhancement include a new button that will allow staff to now see these details.



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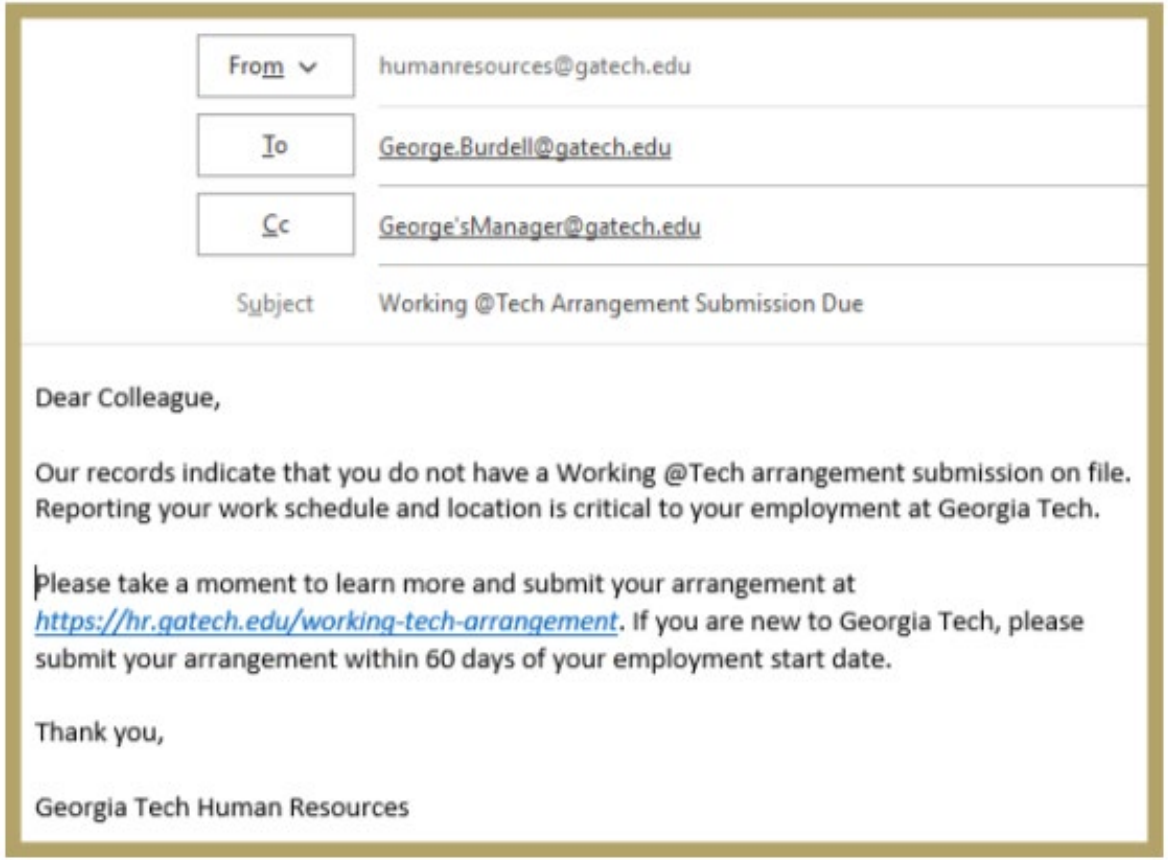
Working @ Tech – Flexible Work Arrangement Form Updates & Enhancements

- Automated emails will be generated on the first of each month, sent individually to any non-GTRI staff member at Georgia Tech that does not have a submission on file.

- New staff will have 14 days of employment before receiving this email.



From humanresources@gatech.edu

To George.Burdell@gatech.edu

Cc George'sManager@gatech.edu

Subject Working @Tech Arrangement Submission Due

Dear Colleague,

Our records indicate that you do not have a Working @Tech arrangement submission on file. Reporting your work schedule and location is critical to your employment at Georgia Tech.

Please take a moment to learn more and submit your arrangement at https://hr.gatech.edu/working-tech-arrangement. If you are new to Georgia Tech, please submit your arrangement within 60 days of your employment start date.

Thank you,

Georgia Tech Human Resources

Georgia Tech

Announcements, Events & Happenings

Georgia Tech

Education Assistance Programs at GA Tech

Fall
May 15 – June 15

Spring
October 15 – November 15

Summer
March 15 – April 15

Summer Application Period (March 15 – April 15)

Eligible employees apply via their Administrative Services portal at asc.gatech.edu

Education Assistance Info Sessions

[Click to watch the recording on how to apply for TAP and STRAP]

Education Assistance: Approving TAP and STRAP (managers and supervisors)

This session will provide managers with information about the Tuition Assistance Program (TAP) and the Staff Tuition Reimbursement Assistance Program (STRAP) process including how to approve applications in ServiceNow.

Scan to register

Thursday, February 29

2:00 – 3:00 p.m.

Virtual

Introducing Communities of Connection at Georgia Tech!

We are thrilled to announce the launch of "Communities of Connection,". These employee-led community groups are designed to foster a sense of belonging and camaraderie among our workforce by bringing together individuals who share common interests, life experiences, hobbies, and concerns.

- **Cultural Canvas Collection:** For employees who share a passion for art appreciation. Contact Irene for more information at irene.kolbinger@gtri.gatech.edu
- **Globetrotter Tales:** A community to discuss all aspects of travel. Contact Latha for more information at latha.kumar@gatech.edu
- **Older Graduate Students (The OGs)**: For graduate students over 40 to connect! Contact Becky for more information at brafter3@gatech.edu
- **Parents @Tech:** Connecting parents on campus to talk about balance, leave tips, tricks, & all the things needed to survive! Contact Tim for more information at tek@gatech.edu.

To find out more information on joining or creating a Community of Connection, visit us at Communities of Connection – HR Engagement (gatech.edu)

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C.E.D. Talks w/ Dr. Cedric Franklin

Career Empowering Discussions

Transparent Conversations about Compensation and Career Navigation

One more talk!

Thursday, March 21 (144 Auditorium – Clough) 1p.m. -3 p.m.

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