



New Manager Orientation Program Curriculum Overview

Program Description:

The New Manager Orientation Program (NMOP) is offered to new *people managers* at McMaster University. The training program incorporates McMaster’s identified core leadership competencies along with critical business, financial and human resources procedures. Participants will progress through the eight and a half day program as a group or cohort over a six month period. The curriculum covers a variety of topics that will help reinforce and enhance behaviours and skill building around the leadership competencies while appropriately integrating key University knowledge so that new managers better understand McMaster’s culture and practices. Visit the program website for eligibility criteria: www.workingatmcmaster.ca/nmop.

McMaster University Leadership Competencies:

- Employing University Acumen
- Communicating
- Developing People
- Embracing Change
- Optimizing Service Relationships
- Leading

Program Learning Objectives:

- Effectively *communicate* with internal and external individuals and groups to further the work of the University.
- Develop capacity of McMaster employees *to build rewarding and challenging jobs* and careers that further the work of the University.
- Create deepened knowledge of University functions and access to information to *facilitate cross departmental interactions* and build awareness of support mechanisms.
- Identify and *build relationships* with key stakeholders to effectively *embrace change*.

NMOP Content Overview (Cohort #8, Fall 2011):

*Speakers or topics may be adjusted due to unforeseen scheduling conflicts.
All sessions are scheduled from 8:30 a.m. – 4:00 p.m. unless otherwise noted.*

Day, Theme	Highlights	Presenters
Day 1: October 4, 2011 Seeing the Big Picture	<ul style="list-style-type: none"> • NMOP overview • Leadership Competencies at McMaster • Strength-based People Development at McMaster • Seeing the Big Picture 	<ul style="list-style-type: none"> • Primary Facilitator • CCE Program Team
Day 2: October 25, 2011 Orientation to Key Operations at McMaster	<ul style="list-style-type: none"> • Overview: Structure, Governance & Budget • Business Management Services • Purchasing Resources • Media Production Services 	<ul style="list-style-type: none"> • Primary Facilitator • VP, Administration • Director, Financial Services • Director, Purchasing Resources • Sr. Manager, Media Production
Day 3: November 15, 2011	<ul style="list-style-type: none"> • Human Resources Services – Overview 	<ul style="list-style-type: none"> • Primary Facilitator

Human Resources Management: Helping Things Go Right	<ul style="list-style-type: none"> • Effective Performance Management Principles • Handling Performance Problems • Issues in People Management – Panel Discussion • Health and Safety Overview 	<ul style="list-style-type: none"> • Director, Human Resources Services • Employee/Labour Relations Representative • Senior Manager, Health, Safety and Risk Management
Day 4: December 6, 2011 Engaging & Developing People at McMaster	<ul style="list-style-type: none"> • Compensation & Job Evaluation Systems at McMaster • Employee Engagement • Leveraging Employee Strengths 	<ul style="list-style-type: none"> • Compensation Manager • Primary Facilitator
Day 5: January 17, 2012 Recruitment Tools and Practices at McMaster	<ul style="list-style-type: none"> • Recruitment and Selection: An Overview of McMaster's Processes • Effective Interviewing Techniques – Best Practices • Interview Workshop using Behavioural-based Interviewing Techniques • Criteria-based Selection and Follow-up 	<ul style="list-style-type: none"> • Primary Facilitator • HR Consultant
Day 6: February 7, 2012 Building Healthy and Productive Teams at McMaster	<ul style="list-style-type: none"> • Human Rights in the University Workplace • Building Healthy Teams • Learning Your Way Forward • Dealing with Team Challenges 	<ul style="list-style-type: none"> • Human Rights & Equity Services representative • Primary Facilitator
Day 7: February 28, 2012 Optimizing Service at McMaster	<ul style="list-style-type: none"> • Raving Fans • Fish! Part I – Four key principles for success • Fish! Part II – Implementation strategies 	<ul style="list-style-type: none"> • University Technology Services & Computer Services Unit representatives • Primary Facilitator
Day 8: March 20, 2012 Embracing Change at McMaster	<ul style="list-style-type: none"> • Creating Healthy Change • Managing Individual Transitions • The Change Game: Social Change Theory in Action 	<ul style="list-style-type: none"> • Primary Facilitator • Senior University Leader
Day 9: April 10, 2012 Celebrating Learning & Leadership (8:45 – 12:30)	<ul style="list-style-type: none"> • Reflection on Learning • Turning Learning into Action • Celebration and Wrap-up 	<ul style="list-style-type: none"> • Primary Facilitator