Xavier University
Manager-Leader Professional Development Program

Mandatory Sessions

Conflict Management and Resolution (Managing Work/Collaboration)
Learn to use conflict as a tool for building performance by reducing potential conflict situations, utilizing communication and assertiveness skills, matching the style for dealing with conflict to the situation and resolving conflict and managing disagreements.

Financial Practices (Managing Work/Effecting Change)
Develop a greater understanding of fiscal and administrative expectations of managers. This session will explore the laws, regulations, policies, procedures as well as descriptions of best practices.

Legal Requirements and Human Resources Policies Affecting Employees (Managing Work/Effecting Change)
This session will provide a comprehensive overview of the Xavier Human Resources policies and the laws affecting employees.

Performance Management – Performance Recordation, Feedback & Review (Leadership/Managing Work)
Review the key steps in recording employee performance and providing effective, constructive feedback and how to hold optimal performance review meetings.

Performance Management – Setting Goals and Coaching Behavior (Leadership/Managing Work)
Review the basic principles for establishing performance goals and accountability standards while serving as a coach to promote desired behaviors.

Strategic Thinking (Leadership/Effecting Change/Managing Work)
This session will examine the elements of traditional System 1 Intuitive Thinking and its biases compared to System 2 Strategic Thinking and will propose a method of implementing strategic thinking on a personal basis to impact unit and University performance.

Supervising a Diverse Work Group (Leadership)
Explore the different perspectives, motivators and interests of work groups in terms of age, cultural heritage, gender and personality and learn how to leverage this information for effective supervision.

Xavier Core Competencies: What to Look for in Ourselves and Others (All Competencies)
Review the behaviors that are incorporated in the Xavier Core Competencies, learn how to strengthen your competencies, and coach others for success.

Your Communication Footprint (Communication)
In this session, managers will identify current communication paradigms, challenge the status quo, explore best communication practices and enlarge their communication footprint.
Optional Sessions

8 Ways of Leadership Thinking (Leadership)
  Learn 8 key ways of leadership thinking that ensure success in a 21st century workplace and the behaviors that link these ways of thinking to organizational effectiveness.

Leading From Where You Are (Leadership)
  Explore how to provide the necessary leadership regardless of your role in the organization to support the formal leader and enhance the work of the group.

Principles of Talent Management (Leadership/Effecting Change)
  Learn how to create a deliberate strategy and a set of actions to attract, select, develop and retain employees with the aptitude and abilities to meet Xavier’s current and future organizational needs.

Structure of Xavier Part I: Provost Area & Enrollment (Collaboration)
  An overview of the Provost area and Student Enrollment, including the responsibilities of the offices, programs and examples of collaborations that have resulted from this reorganization. Learn about the role we all play in student recruitment and retention.

Structure of Xavier Part II: Finance & Administrative (Collaboration)
  An overview of the Finance Division, including risk management, buildings and grounds, finance departments and campus police and also a view of the functioning of the Administrative Division as it works on campus development as well as the operations of Athletics, Human Resources and the Cintas Center.

Working for Mission (Mission Alignment)
  Grow in your understanding of the Society of Jesus organizational structure, characteristics of Ignatian spirituality, Ignatian core values and the ways those values are exhibited in every day work.