



Maine Community College System

SUPERVISOR TRAINING

DEVELOPED BY THE DEPARTMENT OF HUMAN RESOURCES (2024)

PROMOTING INSTITUTIONAL VISION & MISSION

MCCS Vision: Maine's Community Colleges are dedicated to educating today's students for tomorrow's career opportunities in an environment that supports personal and professional growth, innovation, and lifelong learning. The colleges are committed to enhancing the quality of life and economic prosperity of Maine through excellence in education.

MCCS Mission: The mission of the Maine Community College System is to provide associate degree, diploma and certificate programs directed at the educational, career and technical needs of the State's citizens and the workforce needs of the State's employers. The primary goals of the System are to create an educated, skilled and adaptable labor force that is responsive to the changing needs of the economy of the State and to promote local, regional and statewide economic development.

PROMOTING INSTITUTIONAL VISION & MISSION (CONT.)



Take a moment to locate your own institutions vision and mission.
How are you promoting and embodying that in your leadership style?

LEARNING OBJECTIVES

Implement

- Implement mission and vision into supervisory practices

Understand

- Understand the roles and responsibilities of a supervisor

Enhance

- Enhance communication techniques

Develop

- Develop strategies for goal setting and feedback

Gain

- Gain insights on collective bargaining units & contracts

Build

- Build solid team dynamics and motivate employees

Identify

- Identify opportunities for professional development and training

ROLES & RESPONSIBILITIES

Onboard and orient new employees covering their job description.

Communicate college and department needs by clearly defining goals and objectives

Provide feedback, guidance, and support

Monitor performance and identify development needs

ROLES & RESPONSIBILITIES (CONT.)

LEAD BY EXAMPLE

As a supervisor, it is important for you to set the example for your team. Think about a strong supervisor or leader you've had in the past. What qualities did you most appreciate about them?



Note: Consider speaking to your supervisor to better understand what they feel is important in the supervision of your department.

EFFECTIVE COMMUNICATION SKILLS

Clear and
concise

Preparedness

Nonverbal
communication

Tone

Active listening

Emotional
intelligence

Strategy

Positivity

EFFECTIVE COMMUNICATION SKILLS (CONT.)

Determine the best methods for communication with your team.

- *Phone*
- *Face to face*
- *Zoom*
- *Email*
- *Cadence*

**Recognize that it might not be a one size fits all and more than one method may be needed.*

“The art of communication is the language of leadership.” – James Humes

(Furst, 2014; Walls, 2020)

COLLECTIVE BARGAINING CONTRACTS

Be aware there are six collective bargaining units. Please take special note to which unit your team members are classified.

- AFSCME
- MEA Administrators
- MEA Faculty
- MSEA Adjunct
- MSEA Support Services
- MSEA Supervisory

COLLECTIVE BARGAINING CONTRACTS

To find the both past and current collective bargaining contracts, please navigate to: mymccs.me.edu.

- Navigate to the HR tab on the banner.
- On the left hand side, you will find a link to the collective bargaining contracts.
- Each of the up-to-date contracts will be linked here.

The screenshot displays the MyMCCS website interface. At the top, a dark blue navigation bar contains links for Home, COVID-19, Free College, HAF, SIS Implementation, HR, and MCCS Strategic Plan. Below this, a breadcrumb trail reads "You are here: [HR](#) > [HR Home](#)". On the left, a vertical navigation menu lists various HR services, with "Collective Bargaining Contracts" highlighted by a red arrow. The main content area features a "MCCS Login Portlet" with a "User Name:" field, a "Welcome" section with introductory text, and a footer with contact information and a link to the "Full Nondiscrimination Notice".

PERFORMANCE MANAGEMENT & FEEDBACK

Note: Please connect with your local Director of Human Resources to understand more about the process of performance appraisal or evaluation on your campus.

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- Performance appraisals for the varying units can be found in the individual unit contracts. General areas within the appraisal may include:
 - Capability to meet the demands of the job description
 - Overall performance based on: planning and organizing, problem solving, management skills, human resource management, interpersonal relationships, and initiative.
 - Major highlights including: achievements, challenges, strengths, areas for growth, goal setting, identification of support needed.

Please note, for faculty members, according to the contract, the evaluation process may vary depending on the college.

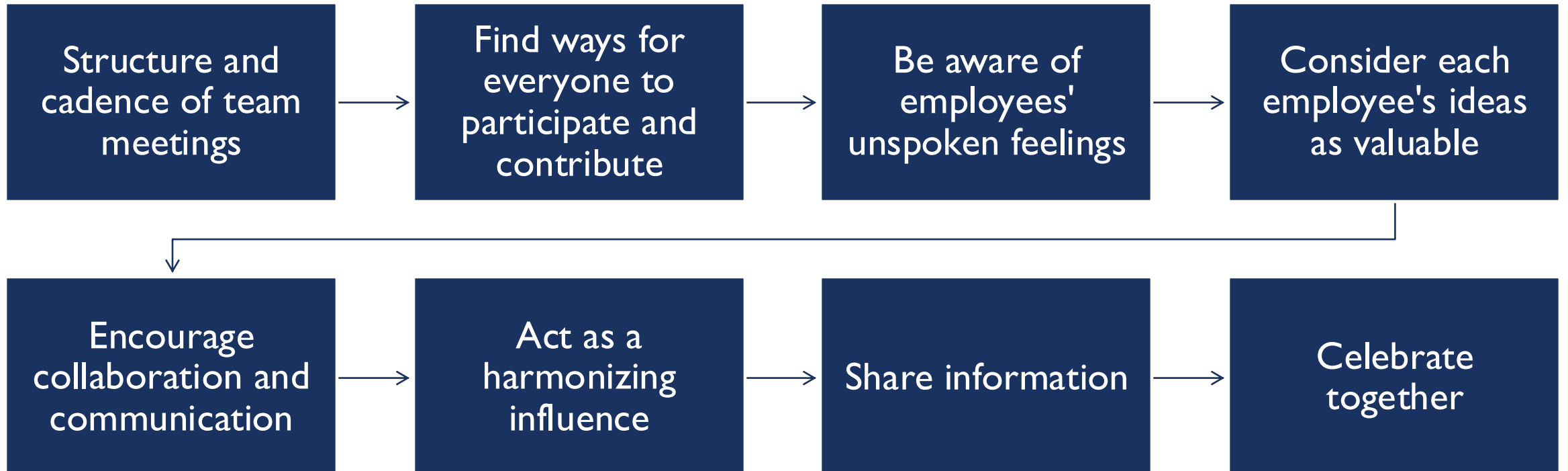
PERFORMANCE MANAGEMENT & FEEDBACK (CONT.)

When providing feedback to an employee, please remember to be:



“Direct and personal feedback really is the simplest and most effective way of motivation.” – Patrick Lencioni

TEAM BUILDING



MOTIVATION

Tips for motivating employees:

Meet them where they are

Be supportive and recognize good performance

Communicate

Set clear goals and define success

Encourage teamwork

Provide opportunity for professional development

Celebrate the milestones

PROFESSIONAL DEVELOPMENT & TRAINING

Each of the collective bargaining contracts outline professional development opportunities so it will be critical for you to review the contracts for the employees on your team. Questions regarding professional development and training can be directed to the Director of Human Resources at your local campus.

There are a variety of professional development and training opportunities offered both live and virtually. Some of these opportunities may include:

National conferences

Continuing educational units

Webinars

Advanced degree

Short term trainings

Dirigo (MCCS 2-day professional development conference)

PROFESSIONAL
DEVELOPMENT &
TRAINING
(CONT.)

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THANK YOU!