

Practical Approach
OD Tip of the Month
Ignite

New Manager's Toolkit
Administrative Professionals' Day

Practical Approach – Don't Sit On Your Opinions

I recently had a discussion with a group of leaders where my opinion was counter to the direction the team was heading, but I didn't speak up. Thankfully, this decision was not critical, but I've regretted not saying anything since that meeting ended. I have wondered whether a better outcome would have been reached if I had had the courage to speak up. I guess I will never know. I failed to live up to my obligation as a leader. I failed to demonstrate the courage that I would expect of team members when they had an opinion counter to mine.

Leadership often requires courage, especially when we are forced to do something unpleasant. Sometimes we must give difficult feedback or make decisions we know might be unpopular. We disagree or have different ideas from our team members, peers, or superiors. We do it because if we don't, our goals, team, or even our state could suffer the consequences.

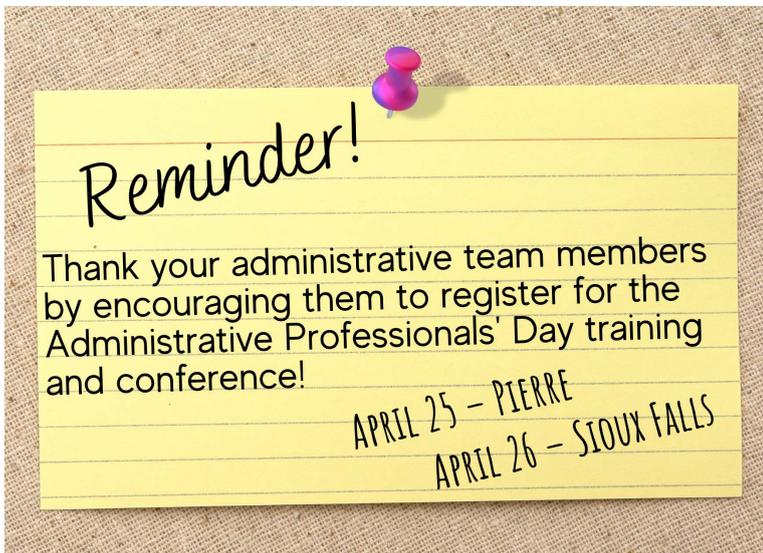
We demonstrate courage and integrity when we do these kinds of difficult things: having a conversation with someone we disagree with in a respectful and honest way; ensuring our own behavior aligns with the expectations we set for our teams; holding our team members equally accountable for their work product, behavior, and service. And finally, getting on board with the way the team decides to go forward and working to make it successful.

Take some time this month to really examine where you are or are not demonstrating your courage and integrity as a leader. Be mindful of when you have an obligation to speak up and how best to do so. And believe me, if you don't know where your opportunities are in this area, your team will.

–Commissioner Darin Seeley

Administrative Professionals' Day

Administrative Professionals' Day is returning with pair of training and celebration days this April. Employees with access to SDLearn must use the portal to register. Additional login information for employees without SDLearn access **is available here**.



The Leadership Ledger

March 2023

New Manager's Toolkit

- Hiring Resources 
- Learning & Development 
- Performance Review 
- Employee Benefits 
- Onboarding 
- And more! 

A new Manager's Toolkit is now available on the **BHR Website**. This new page is your one-stop shop for all the resources you will need as a manager with the State of South Dakota.

Ignite Leadership Development is Here

Ignite Leadership Development is now available to everyone with access to SDLearn. Learn more about this exciting new development opportunity by [clicking here](#).

Having excitement for a brand-new hire is easy.

Having excitement for a loyal, hardworking 15-year employee is leadership.

- Bill Marklein, @employhumanity



Organizational Development Tip of the Month: Four Core Skills Managers Need to Develop

A 2022 article in *Fast Company* references the importance of new supervisors having a continuous growth mindset, empathy, and the ability to give feedback and handle pushback.

This article, titled *These Are the Four Core Skills New Managers Need to Develop Most*, can be found here. Tips like these are integral in setting employees up for success.

[Click here to read the complete article.](#)

Supervisory Summary

The Supervisory Summary is designed to give you a sneak peek of topics in the upcoming Benefits and Well-Being Bulletin and the Training & Development Digest.

Benefits

Well-being Program Deadline

To earn your rewards, you must complete your biometric screening, online health assessment, and other well-being activities by March 31, 2023. Anything completed after this date will not count towards rewards payable in FY24 (July 2023).

Your covered spouse (if applicable) will need to complete the biometric screening and online health assessment for you to earn the \$500 reward. They do not need to complete the well-being activities.

Only the primary policyholder can complete well-being activities for up to an additional \$400 reward.

For details on how to complete these activities and earn reward dollars for an HSA or HRA (depending on the health plan you elect during Open Enrollment), please visit the **well-being portal** and the **beneFIT well-being program flyer on the BHR website**.

beneFIT 
Be well. Work well. Live well.

Additional Topics:

- Open Enrollment Presentations
- Well-Being Rebrand Coming Soon
- Doctor on Demand
- Blue 365 Monthly Feature: Active & Fit Direct
- Lunch and Learn: Employee Space / SSO
- EAP Well-Being Webinar: Eating Healthy on a Budget
- Wellmark Care Team (Infographic)

Training & Development

Register for Training Tuesdays – April 18

Life is filled with change and uncertainty, and you may not always handle yourself the way you'd like. The highest-performing leaders and teams train to clear these hurdles, so they have the resilience to get results.

In this webinar, motivational speaker and Master Certified Coach Darcy Luoma will reveal three powerful steps you can use immediately to clear the hurdles standing in your way of peak performance.

When: April 18 from 10:00 – 11:30 a.m. CT
Cost: \$30 per participant

Visit [SDLearn](#) to register for this webinar.

Additional Topics:

- SDLearn Highlights
- Current BHR Training Courses
- Administrative Professionals' Day