

## Practical Approach: Give Employees the Support They Need

It would be great if our personal and work lives had clear dividing lines. Imagine if when we left work, we could use an off-switch and all the things related to our job would leave our brains? And if all the stresses and worries of home would just stop when we arrived at work. Sadly, that is not the way it works, for you or your team members.

As a supervisor, you may be in the best position to see when life's stressors are impacting your team members. These things can show up in many ways. Sometimes productivity goes down, or errors go up. Other times it's a case of the employee not being present mentally, despite being physically present at work.

If you notice something, talk to your team member. Get to know the resources you have through our EAP, the beneFIT Well-Being Program, and health plan. If you are not sure how to help, contact your HRM or Generalist.

Asking a question or two shows you care. Supporting your team member to manage these issues proves it.

–Commissioner Darin Seeley

## CPC: Second Round Check-In is Due Soon

As a reminder, the new performance review process (CPC) requests that supervisors conduct at least two check-ins with each employee during the calendar year. The second check-in is due at the end of December, so please set up times to meet with members of your team if you have not already done so.

It would be best to do your check-ins sooner rather than later as the final element of the CPC is a year-end appraisal which is also due at the end of the year. Check-ins must be completed before you do the appraisal for your employees.

If you need a refresher on how to conduct your check-ins, **please click here to view all available CPC materials.**

**Check-in →**

## SDLearn LMS is Coming Soon

The Bureau of Human Resources is in the process of implementing a new learning management system called SDLearn, by Cornerstone OnDemand. Soon SDLearn will serve as the single location for employees for all required and elective training courses, including agency-specific training courses.

Besides required trainings, SDLearn will offer a training catalogue of over 2500 courses purchased through Content Anytime. Employees will have the ability to take any of these courses as well as register for all in-person and virtually led BHR classes. Agency specific training will be accessible only by employees of the specified agencies.

With SDLearn, managers will have the ability to assign trainings to their teams as well as check in on their progress to make sure they are staying up with all required courses.

SDLearn will be going live this fall.



## Organizational Development Tip of the Month: What do Newer Generations Want?

With Baby Boomers retiring and Gen Z employees continuing to enter the workforce, organizational dynamics begin to shift.

Baby Boomers prized stable workplaces with traditional hierarchies and work schedules whereas the younger generations prize more flexible workplaces with relaxed and informal structures. To motivate Millennial and Gen Z employees, organizations need to prioritize top-notch communication, training and development, and connecting employees to meaningful work.

Gen Z employees in particular are looking for authentic and connected relationships, clear direction, and a lot of transparency from leaders.

Organizations have moved through the Industrial and the Tech revolutions and are now situated in the middle of the Social Revolution. As workplace culture and dynamics continue to change, so must leaders to best motivate and engage employees.

**Click here to read the complete article.**

# Supervisory Summary

The Supervisory Summary is designed to give you a monthly 'heads up' at some of the more weighty topics in the upcoming Benefits and Well-Being Bulletin and the Training & Development Digest.

## Benefits

### The beneFIT Portal has a New Look

On September 1, the **beneFIT Well-being Program Portal** launched a design update. For easier navigation, all of your rewards information can now be found on the home screen. You can use the menu icon to easily access all the site offerings including daily habits and other activities.

None of your data, including health assessment, daily habits plans, or accumulated well-being points, will be lost during this transition. If you have any questions, please contact WebMD at 800.721.2749.

### Flu Clinics Begin October 1

State-sponsored employee flu shot clinics will officially begin after October 1, 2022. This is an opportunity to protect yourself and the ones you love from illness. Influenza affects thousands of South Dakotans every year. With COVID-19 still impacting people across South Dakota, getting a flu shot is more important than ever to help protect our workplaces and communities.

Both traditional and drive-through clinics will be offered across the state. If you are unable to attend a designated state employee flu clinic shown on the schedule, you can call a local Department of Health site and schedule an appointment. Employees are encouraged to call ahead for appointments to help staff facilitate the separation of appointment times for social distancing.

Face masks are required and will be available.

State employees and eligible dependents enrolled in the state employee health plan may receive a flu vaccination at a DOH-sponsored event at no cost. A complete list of state employee flu shot clinics and required forms **will be available here the week of September 12.**

### **Additional Topics:**

- Join the Invitational Challenge
- Track 4,000 Minutes of Activity
- Preventive Cancer Screenings
- Register for the Lunch and Learn
- Register for The EAP Well-Being Webinar
- Run Crazy Horse Marathon - October 9
- Chat Counseling – Infographic

## Training & Development

### New Microsoft Classes Are Being Added

Several new Microsoft classes have been added to the Master Training Calendar for the fall. All classes are scheduled for 10:00 – 11:00 a.m., CT.

### **Microsoft Teams**

Four separate classes on Microsoft Teams were added in September and October. These include Getting Started with Microsoft Teams (L100), Explore Teams and Channels (L200), Advance Tips and Tricks, and Mastering Teams Meetings.

### **Excel**

Both Excell L100 and Excel L200 have new sessions scheduled for November. These courses are designed to educate both novice and intermediate Excel users, respectively.

### **Sharepoint**

Sharepoint L100 and Sharepoint L200 have new sessions scheduled for the end of November and early December. Like the Excel classes listed above, these are designed as introductory and intermediate courses.

**Click here to view the complete list of Microsoft Classes.**

### **Additional Topics:**

- New LMS SDlearn is Coming Soon
- Master Training Calendar Updated for Fall