**Management Essentials: The Professional Services Manager**

**Essential Information**

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| **Employee Life cycle** | **Recruitment** |  <https://sheffieldhallam.sharepoint.com/sites/3005/recruitment/SitePages/home.aspx> |
| **New starters** | <https://sheffieldhallam.sharepoint.com/sites/3005/recruitment/new/SitePages/home.aspx>  |
| **Annual leave** | <https://sheffieldhallam.sharepoint.com/sites/3005/polproc/aleave/SitePages/home.aspx> |
| **Reporting sickness** | <https://sheffieldhallam.sharepoint.com/sites/3005/polproc/sickness/SitePages/managersguidanceformanagingsicknessabsence.aspx> |
| **Leavers** |  <https://sheffieldhallam.sharepoint.com/sites/3005/payroll/SitePages/leavers.aspx> |
| **Reporting and planning** | **Core Portal for managers** | <https://sheffieldhallam.sharepoint.com/sites/3005/coreportal/SitePages/home.aspx>  |
| **Manager Request** | <https://sheffieldhallam.sharepoint.com/sites/3005/coreportal/coreportalmp/managerrequests/SitePages/managerrequests.aspx> |
| **Handling Problems** | **Problem Resolution Framework, covering:****Disciplinary, Grievance & Sickness Absence Procedures** | <https://sheffieldhallam.sharepoint.com/sites/3005/polproc/prf/SitePages/home.aspx><https://sheffieldhallam.sharepoint.com/sites/3005/polproc/prf/SitePages/proc.aspx> |
| **Developing and rewarding staff** | **Capability Framework** | <https://blogs.shu.ac.uk/shupdreviewtoolkit/professional-services-capabilities-framework/> |
| **Performance & Development Review (PDR)** | <https://blogs.shu.ac.uk/shupdreviewtoolkit/the-academic-performance-development-review> |
| **Wellbeing**  | **Staff Wellbeing** | <https://sheffieldhallam.sharepoint.com/sites/3041> |
| **Wellbeing: support for Managers** | <https://sheffieldhallam.sharepoint.com/sites/3041/SitePages/Support-for-Managers.aspx>  |
| **Managing Stress** | <https://sheffieldhallam.sharepoint.com/sites/3041/SitePages/Managing-Stress.aspx?web=1><https://sheffieldhallam.sharepoint.com/sites/3005/polproc/stress/SitePages/home.aspx> |
| **Managers Guide to managing sick absence**  | <https://sheffieldhallam.sharepoint.com/sites/3005/polproc/sickness/SitePages/managersguidanceformanagingsicknessabsence.aspx> |
| **Flexible Working**  | <https://sheffieldhallam.sharepoint.com/sites/3005/polproc/flex/SitePages/home.aspx>  |
| **Reward and Benefits** | **Contribution Pay, guidance for Managers** | <https://sheffieldhallam.sharepoint.com/sites/3005/pay/conpay/SitePages/home.aspx>  |
| **Benefits** | <https://sheffieldhallam.sharepoint.com/sites/3005/penben/benefits/SitePages/home.aspx> |

**Essentials Skills:**

[**https://www.linkedin.com/learning/paths/become-a-manager?u=69719634**](https://www.linkedin.com/learning/paths/become-a-manager?u=69719634)

**Topics:**

1. **Transitioning from Individual Contributor to Manager**

Discover how to step into your new management role on the right foot. Learn how to successfully shift from focusing on your own performance to focusing on the success of your team as a manager.

1. **On-boarding New Staff**

Discover how you can effectively integrate new hires into your team and set them up for success in working with you, their colleagues, and the company at large.

1. **Leading Productive Meetings**

Discover how to get the most from your meetings—turning them into productive avenues for communicating, connecting, and accomplishing real work.

1. **Delegating Tasks**

Learn how to delegate work effectively.

1. **Coaching and Developing Employees**

Harness the power of coaching in the workplace. Learn how to use coaching to increase employee engagement, productivity, and results.

1. **Performance Management: Setting Goals and Managing Performance**

Set your employees up for success. Learn how to effectively manage employee performance and help your direct reports define and align smart goals.

 **Essential Support**

* **Coaching and Mentoring:** [**https://blogs.shu.ac.uk/hallamleaders/coaching-and-mentoring/**](https://blogs.shu.ac.uk/hallamleaders/coaching-and-mentoring/)
* **Hallam Leaders Homesite:** [**https://blogs.shu.ac.uk/hallamleaders/**](https://blogs.shu.ac.uk/hallamleaders/)
* **HROD: all policies and procedures** [**https://sheffieldhallam.sharepoint.com/sites/3005/polproc/SitePages/home.aspx**](https://sheffieldhallam.sharepoint.com/sites/3005/polproc/SitePages/home.aspx)
* **Contact HROD: Ext. 4264**