



HELLO, LIFEWORKS SUPERVISORS!

Happy Wednesday! In this newsletter, we'll cover:

- [LifeWorks Supervisor Survey](#)
- [Upcoming Training Opportunities for Supervisors and Student Supervisors](#)
- [LifeWorks Super 100 Initiative - Round 2](#)

LIFEWORKS SUPERVISOR SURVEY

As we look ahead to the next academic year, one of our primary goals is to continue to evaluate and enhance LifeWorks. We've been able to make valuable improvements thanks to the insight we gleaned from last year's LifeWorks survey and are asking for supervisors to participate once again. We anticipate **this survey should only take about 10-15 minutes to complete.**

Your honest and detailed feedback will help us develop new solutions and timely resources to improve the experiences of LifeWorks supervisors and student workers alike. Thank you in advance for your time, insight, and deep commitment to promoting the personal and professional development of our Berry students.

The deadline to complete this survey is Friday, March 3. All supervisors who complete this survey will be entered into a raffle.

[Complete the survey here!](#)

UPCOMING TRAINING OPPORTUNITIES FOR SUPERVISORS AND STUDENT SUPERVISORS

FINDING YOUR WORKSHOP SERIES

This three-part workshop series for student employees is brought to you by the CPPD and Academic Success Center. Please share these opportunities with your student employees and encourage them to participate. You may pay your students out of your LifeWorks budget to attend these sessions as professional development.



Tomorrow, February 2 - Finding Your Time (Time Management) in Krannert 250 at 11 am
Tuesday, February 7 - Finding Your Professional Purpose in Krannert Ballroom A at 11 am
Tuesday, February 21 - Finding Your Mentor in Library 104 at 11:30 am

Let Alicia Gauker (agauker@berry.edu) or Kinsey Farmer (kgfarmer@berry.edu) know if you'd like to be a panelist for the mentorship workshop in February.

Students do not need to sign up in advance to attend this workshop series.

JOBX & TIMESHEETX REFRESH

Location: LifeWorks Meeting Room (Krannert 320)

Thursday, February 9

11-12 pm

Friday, February 10

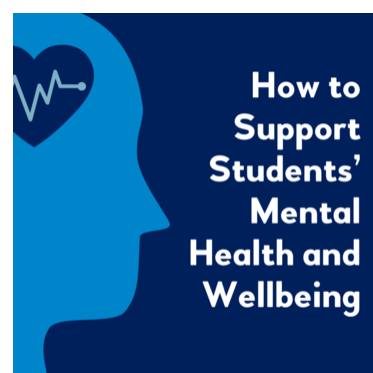
3-4 pm

Need additional training or a refresher for JobX/TimesheetX? Join Mike Burnes during one of the options listed above to learn more about these systems, ask questions, and hear what changes might be coming soon.

[Sign up here!](#)

HOW TO SUPPORT STUDENTS' MENTAL HEALTH AND WELLBEING

Location: Krannert 250
Date: **Tuesday, February 14**
Time: 11-12 pm



You'll learn about on-campus and off-campus resources to support students' mental health and walk away with ideas to improve student well-being as a supervisor.

Bring your lunch (if you'd like) and join us to learn more! We will have light refreshments available.

[Sign up here!](#)



HAVING TOUGH CONVERSATIONS

Location: LifeWorks Meeting Room (Krannert 320)

Date: **Thursday, March 2**

Time: 2-3 pm

In this workshop, led by Lindsay Norman, we'll talk about navigating difficult conversations with students in the workplace.

These difficult conversations may include holding students accountable or expressing concern to a student facing a serious challenge. In a culture of mentorship, we must learn as

supervisors to develop and use tools that will help us build and maintain positive relationships among our work teams.

[Sign up here!](#)



LIFEWORKS SUPER 100 - ROUND 2

Thank you to everyone who completed round one of the Super 100 initiative! We've received a lot of feedback so far from Round 1 of this evaluation pilot. **If you would like to opt-in to completing a second round of SkillsSurvey evaluations, please complete the link below.**

You'll have the option to choose new students to evaluate or evaluate the same students a second time. You will also be able to sign up to participate in the pilot for the first time if you did not sign up last August.

Contact Mike Burnes (mburnes@berry.edu) if you're having technical difficulties completing your evaluations.

[Complete the form for Round 2 here!](#)

As always, you can find previous newsletters and training videos in the Supervisor Resource Center by clicking the video below. If you have questions, please reach out to the LifeWorks staff at lifeworks@berry.edu or call extension 2244.

[Visit the LifeWorks Supervisor Resource Center](#)

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