



Workday for Managers



Workday for Managers Overview

- **Workday Manager:** anyone who has at least one direct report
 - GVSU Executives, Deans, Directors, Managers, Supervisors, etc. (approx. 585)
- Managers of faculty/staff are the most effective senders of messages that impact employees personally.
- Goal is to equip managers to help their teams walk through the stages of individual change: Awareness. Desire. Knowledge. Ability. Reinforcement. (ADKAR)

AP Committee Survey Executive Summary

Transparency

Input on Changes

AP staff feel supported by colleagues in their office with 88% of respondents indicating they take the opportunity to elevate the accomplishments of others. However, AP staff feel a lack of recognition for the work they do (45% strongly or somewhat disagree that AP staff are recognized for their work). 52% of AP staff somewhat or strongly agree that GVSU leadership communicates with staff in a way that allows input into the direction of the university, however 22% strongly disagree. AP staff continue to desire transparency and to have input on university changes, particularly when decisions impact their role.

Manager Roles during Change

Research indicates five roles: **CLARC**



Communicator



Liaison



Advocate



Resistance Manager



Coach

In addition to fulfilling day-to-day managerial duties, managers and supervisors must perform five critical roles.

Why Are Managers So Important During Change?

Employees trust them



They are close to where the change happens



They mitigate resistance



They build support



They are a preferred sender!



Workday for Managers Plan

- Anyone with direct reports at GVSU is a part of the 'Manager Network' (approx. 585)
- Invited to attend monthly meetings with Change Management & the PMO
- Select group are invited attend Workday Customer Confirmation Sessions (as schedule allows)

- Cascade program-level communication to team members and tailor messages as needed
- Provide ongoing feedback to the change management team on faculty/staff questions and potential risks
- Identify additional communication and/or stakeholder engagement needs for specific audiences across the university
- Empower faculty/staff to review Workday materials, attend Workday gatherings, and complete trainings

Workday for Managers Monthly Meeting

- **Workday for Managers Kickoff** – Wed. 4/26 via Zoom
- Monthly meetings to occur the last Wed. of every month
- Scheduled for one hour: 30 mins of content, 30 mins for Q&A
- Will highlight changes most impactful to:
 - Managers (recruiting/onboarding, talent management, etc.)
 - Their teams (time entry, expense reports, etc.)