

About the Leadership Toolkit

- I designed this SharePoint site to go along with the leadership program I developed as the lead designer.
- Since it's SharePoint, it's not clickable, but the main content can be seen in this file.



Leadership Tool Kit



Simple

Choose the area you
need to improve

Effective

Explore Research-
based techniques

Quick

Take advantage of
bite-sized training

Announcements

[+ new announcement or edit this list](#)

✓	Title	Modified
	Tool Kit	... March 31, 2015
	Employee Engagement	... March 30, 2015



About the Toolkit

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NSF Competency Model



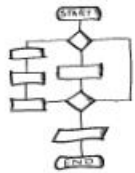
The purpose of this tool kit is to provide leaders and managers with the tools, information, courses and skills needed to meet the competencies required by NSF. The future of our company depends on the quality of its leaders. The tool kit will focus on three main areas: *Leadership Essentials, Leadership Effectiveness, and Leadership Excellence*. It will also serve as a gateway to communities of practice so our leaders can stay connected around the globe. Manager update feeds and important information will be displayed on the site frequently.

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Recruiting Employees

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Recruiting Employees

Hiring Process

-  [Position Description Template.doc](#)
-  [Illegal Interview Questions.xlsx](#)
-  [Sample Behavioral Based Interview Questions.pdf](#)
-  [NSF Job Analysis Questionnaire.docx](#)
-  [Sample New Employee Welcome Email.docx](#)
-  [iRecruitment-Manager-User-Guide.docx](#)
-  [Recruiting and Staffing Policy.doc](#)
-  [Interviewer-Guide.docx](#)
-  [TEAM INTERVIEWING - How to.docx](#)

[Ted Talks - 7 Ted talks about Hiring](#)



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Building Leadership Skills

Setting Goals and Building Trust

(Bite-sized Training Module)

-  Employee Goal Setting.docx
-  Employee Needs.docx
-  Questions for YOUR Manager.docx

Compensation for Managers Module

(Bite-sized Training Module)

-  Performance Job Aid(1).docx
- Global Grading Explainer Video

Ted Talk Compensation

<https://leadersandteamwork.wordpress.com/2013/01/20/dan-nink-the-nuzzle-of-motivation-and-compensation-tedtalks/>





Managing Employees

General NSF Manager Duties

-  [Paid Time Off Policy](#)
-  [View-PTO-Time-For-Direct-Reports.pdf](#)
-  [Setting-Up-Vacation-Rule.pdf](#)

Corporate Travel

Access training videos and resources for our travel vendor [Concur](#)




Compensation for Managers

(Bite-sized training)

Forms

[NSF Forms](#)

Employee Benefits

-  [Tuition Reimbursement Program](#)
-  [Tutuion Reimbursement Application](#)
-  [Tuition Reimbursement Request](#)

NSF Policies

-  [Unum-FMLA---Filing-a-claim.pdf](#)
-  [HIPAA-Privacy-Policy-Final-6-25-13.doc](#)

