

Southeast Tech
All-Employee Professional Development Initiative
EXECUTIVE SUMMARY

Purpose:

To provide the School Board with an overview of the all-employee professional development initiative.

In Fall 2017, the Southeast Tech administration tasked a group of employees to expand the current faculty in-service model into an all-employee professional development model. A group of approximately ten employees has worked to create the model by defining employee expectations, planning and carrying out three all-employee professional development sessions per year, and promoting local, regional, and national professional development opportunities.

Administrative Recommendation to School Board:

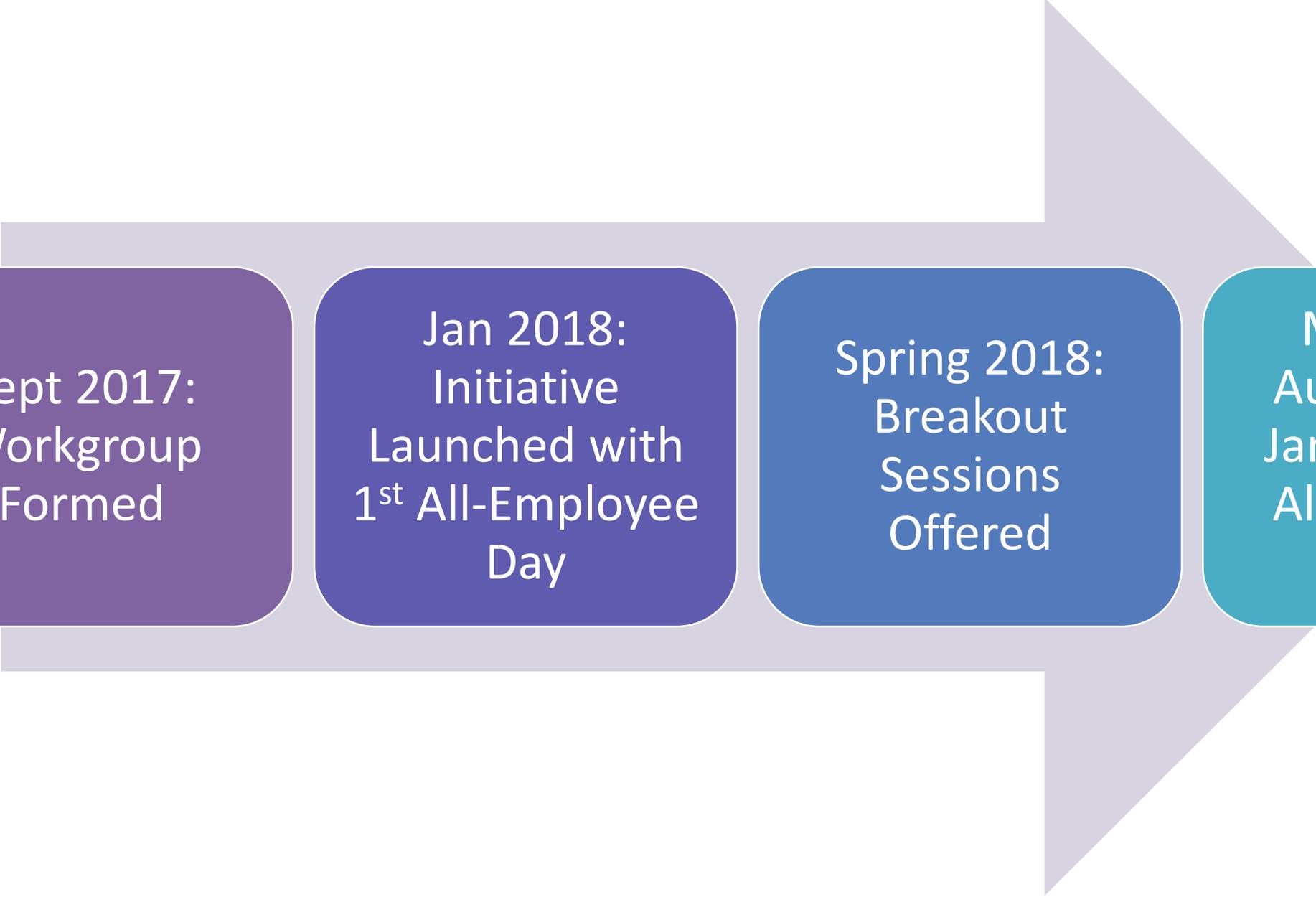
Recognition of the All-Employee Professional Development Initiative.



PROFESSIONAL DEVELOPMENT INITIATIVE

APRIL 2019

THE **PURPOSE** OF PROFESSIONAL DEVELOPMENT IS TO PROVIDE **ALL EMPLOYEES** WITH THE **OPPORTUNITY TO CONTINUE TO IMPROVE AND INCREASE THEIR CAPABILITIES AND SKILLS** THROUGH **ACCESS TO EDUCATION AND TRAINING OPPORTUNITIES** IN THE WORKPLACE, THROUGH OUTSIDE ORGANIZATIONS, OR THROUGH WATCHING OTHERS PERFORM THE JOB.

A large, light purple arrow pointing to the right, serving as a background for the timeline. It has a white outline and a slight shadow effect.

Sept 2017:
Workgroup
Formed

Jan 2018:
Initiative
Launched with
1st All-Employee
Day

Spring 2018:
Breakout
Sessions
Offered

May 2018,
August 2018,
January 2019:
All-Employee
Days

EMPLOYEE EXPECTATIONS

Participation

- 20 hours per fiscal year

Documentation

- Submit hours through online tracking form

Collaboration

- Share ideas and feedback

 <i>Return to MainMenu</i>	 SI
 <i>Return to Employees</i>	Pr
Professional Development	Ungroupe
Southeast Tech Employee Professional Development >	America
Calendar >	SD Assc
Professional Development Links >	National
Handouts >	SkillPatr
Professional Development Forms >	Pryor Le
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ONLINE RESOURCES

**Southeast Tech Professional Development (P. D.) Day
May 10, 2018**

8:00 – 9:00 a.m.	<p>Common Learning Outcome Assessment and Rubric Work Session</p> <p>Room: HC 255 Facilitators: Celebrate Learning Team P. D. Hours: 1 - <i>approved for credentialing</i></p> <p>Have you updated your assessment rubrics to reflect the Common Learning Outcome descriptions? Do you need some help generating or refining a current assessment? Do you need some help gathering your results for the year? Drop by this session for some ideas, feedback, and support from the Celebrate Learning Team.</p>	<p>Using SharePoint in Your Department</p> <p>Room: HC 257 Facilitator: Gerard Strouth P. D. Hours: 1 - <i>approved for credentialing</i></p> <p>Learn how to use SharePoint more effectively in your department. We will cover how to customize your site, work with files, and when to use online Office products vs desktop Office products. Most of the information crosses over into OneDrive, so stop by this session if you are looking to learn more about that as well. We will also cover the changes to file sync that will be available this summer.</p>
9:00 – 9:30 a.m.	<p>Our Success Story</p> <p>Room: HC 257 P. D. Hours: .5</p> <p>We will recap our successes this past year and be challenged to continually improve.</p>	
9:30 – 9:45 a.m.	<p>Snack Break</p>	
9:45 – 10:45 a.m.	<p>I See What You Are Saying: Using Art to Express Workplace Stress</p> <p>Room: HC 257 Presenter: Sandie Hoover, Kinsinger P. D. Hours: 1 - <i>approved for credentialing</i></p> <p>Student stress is on the rise, and this is directly related to increasing stress for those working in higher education. This experiential session provides participants an opportunity to articulate and respond to this stress. Participants will be guided through an experience designed to facilitate an understanding of current stressors and adaptive ways to respond.</p>	
11:00 a.m. – 12:00 p.m.	<p>Microsoft Outlook – A Bit Beyond the Basics</p> <p>Room: HC 257 Presenter: Jackie Pommer P. D. Hours: 1 - <i>approved for credentialing</i></p> <p>We'll assume that to take this session, you can reply, forward, send and receive messages, as well as use our campus directory. We will explore the following:</p> <ul style="list-style-type: none"> Managing Files and Folders Customizing the Outlook 2016 Layout after Computer Reimaging Using Your Calendar to make appointments and meetings Manually Categorizing Messages Searching Techniques Forwarding as an Attachment and Saving Messages as a .msg file Junk Folder Management 	<p>Media Interview Strategies</p> <p>Room: HC 255 Presenter: Margaret Pennock P. D. Hours: 1 - <i>approved for credentialing</i></p> <p>Having the opportunity to tell your story through a media interview is the ultimate goal for positive public relations as well as giving you to tools on how to handle conflict and controversy with the most effective amount of damage control. Learn how to knock it out of the park with techniques and strategies that will not only make you look like a consummate professional, but will engage audiences and have them wanting to know more.</p>

12:00 – 1:00 p.m.	<p>Lunch Break with Box Lunches Provided</p> <p>Room: HC 257 P. D. Hours: 1 - <i>approved for credentialing</i></p> <p>"Hot Topics" Presentations by Financial Aid, the Testing Center, and the Veteran's Club.</p>	
1:00 – 2:00 p.m.	<p>Instructional Strategies Ignite Session</p> <p>Room: HC 257 Presenters: Patrick Hoier, Mike Wendell, Feneclia Foster, Kristin Larsen, and Beth Kassing P. D. Hours: 1 - <i>approved for credentialing</i></p> <p>Do you want to pick up 5 or 6 new instructional ideas that you can adapt to fit your classroom or lab? Come to this session to hear what instructors from across campus are using with success. Each presenter will explain or demonstrate their strategy for 5 minutes and then take questions for 5 minutes and then we will be on to the next presenter. This will be fast-paced fun!</p>	<p>"The 5 Languages of Appreciation in the Workplace"</p> <p>Room: MC 169 Presenters: Tamí Skorczewski & Loretta Leloux P. D. Hours: 2 - <i>approved for credentialing</i></p> <p>In this session you will complete an inventory to determine the appreciation language you speak and prefer to receive. You will learn about how to appreciate differences within the workplace. We will discuss authentic appreciation that each of us can use in our day to day lives – both on-campus and off. This session is based off of "The 5 Languages of Appreciation in the Workplace" by Chapman and White. A few copies of the book are available to check out from our library.</p>
2:15 – 3:15 p.m.	<p>Parliamentary Procedure Basics</p> <p>Room: HC 257 Presenter: Pamela Russo, Assistant Corporate Secretary at Great Western Bank P. D. Hours: 1 - <i>approved for credentialing</i></p>	



MAY 2018

August All-Employee Professional Development Days

Wednesday, August 8 th In the HUB					Thursday, August 9 th In the Health Center				
8 AM – 10 AM	Team Building Scavenger Hunt (Start in the HUB Auditorium) <i>Wear comfortable shoes Prizes to be earned Refreshments following</i>				8 AM – 9 AM	Ready, Set, Go! Debi Nowak HC 257	Preparing and Proposing Innovative Knowledge Potential HC 255	Celebrate Learning Work Session HC 225	QIP for 2018-2019 (Required for programs who received email) Academic Excellence HC 220
10:00 AM – 11:15 AM	Generational Patterns in the Workplace Presenter: Dr. Jaciel Keltgen HUB Auditorium				9:15 AM – 10:15 AM	Student Resilience Sandie Hoover-Kinsinger HC 257	Adobe Spark Rick Warkenthien HC 255	Southeast Cares Anna Johnson HC 242	*LMS Updates Jackie Pommer HC 220
11:15 AM – 12 PM	Campus Updates Presenter: President Griggs HUB Auditorium				10:30 AM – 11:30 AM	A Snapchat Walk Through Poverty Robin Duncan HC 257	How to Run a Student Club Chelsea Reisch and Elizabeth Harder HC 255	Celebrate Learning Work Session HC 225	*LMS Updates Jackie Pommer HC 220
12 PM – 1 PM	Provided Lunch (Taco Bar) HUB Commons				11:30 AM – 12:30 PM	Lunch on own			
1 PM – 1:30 PM	Introduction of the VP for Academic Affairs – Dr. Valdez HUB Auditorium				12:30 PM – 3 PM	Academics HC 257			
1:45 PM – 2:45 PM	Follow-up to Keynote Jaciel Keltgen HUB 259	Southeast Cares Anna Johnson HUB 200	Employee Handbook Overview Kathy Struck HUB Loft	*LMS Updates Jackie Pommer TC 108					
2:45 PM – 3 PM	Snack Break								
3 PM – 4 PM	Excel Skills Kelly Blok HUB 259	Facilitating a Program Trip Rod Breiting HUB 200	Payroll System Upgrades Kathy Struck HUB Loft	*LMS Updates Jackie Pommer TC 108	3 PM – 4 PM	Celebrate Learning: Overview and Checklist HC 257			

Required for all employees

Required for faculty

All sessions in white are optional for all employees with the exception of the LMS Updates session.

AUGUST 2018

ONGOING PROFESSIONAL DEVELOPMENT

Email Communication from the Workgroup

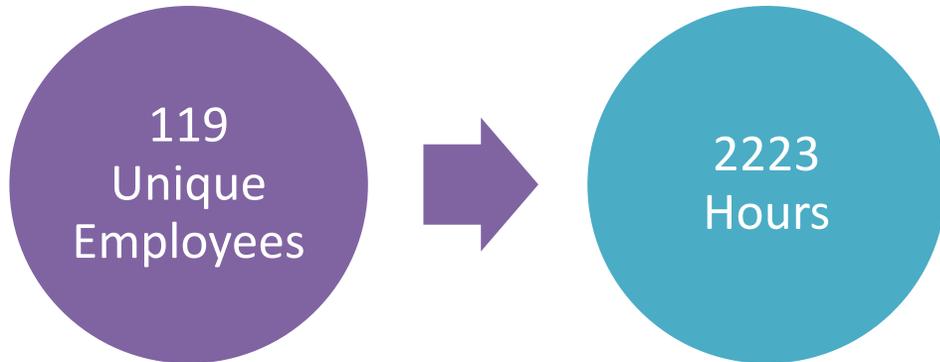
Offerings through the Semester as available

NISOD Membership

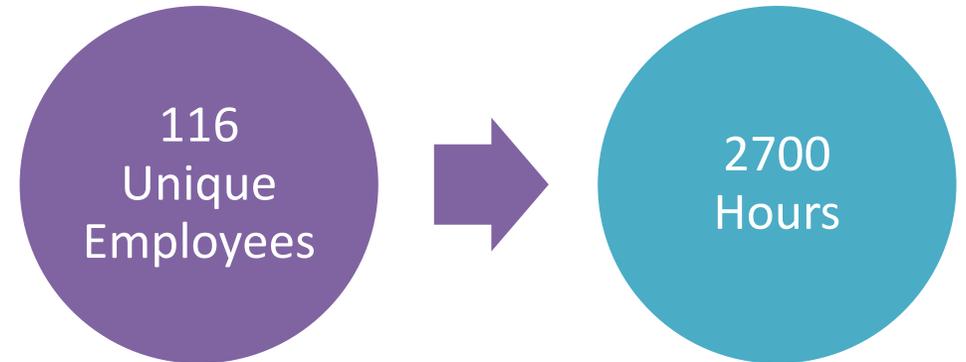
Professional Development Scholarship

TRACKING FORM DATA

JANUARY 2018 – JUNE 2018



JULY 2018 – MARCH 2019



EMPLOYEE FEEDBACK

- The presentations focus on goal setting and positivity - looking at problems as opportunities - was a **great way to start out the new semester**.
- Both days had an **energizing feel** and there was **lots of dialogue and participation** during the breakout sessions.
- This was the best day of professional development activities that I've attended in a long time; the sessions were **interactive and relevant**.
- I like having the **guest speaker** each year. I think all the sessions were valuable. Too many choices - which is a great problem to have.
- Loved the **variety** and really seemed to be geared towards **valuable** topics vs. filler information

OPPORTUNITIES FOR GROWTH



QUESTIONS?

