

Achieving Academic Success through Professional Development –

Utilizing Institutional Development Resources

Presented by Julie Crego, Senior HR Consultant, School of Medicine

October 21, 2021



Learning Objectives

- Importance of professional development plans
- How to create a development plan for self and staff
- Locate and navigate WSU professional development resources
- Identify key professional topics for today's work environment

Why Professional Development?

- **48% of employees** are actively job searching, and Opportunity, Career & Growth are #1 reasons cited (Gallup)
- **63% of WSU employees** are dissatisfied with their professional and career development (*recent WSU climate study*)
- **52% of voluntarily exiting employees** say their managers could have done something to prevent them from leaving (Gallup)
- Boosts engagement & productivity
- Avoids HIGH costs of turnover
- Essential to our academic success & ability to meet our Mission

What Can We Do???



Gallup's Employee Experience Framework

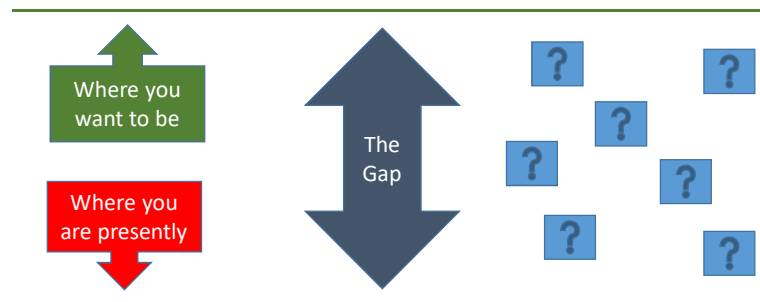
How to Do It???

Awareness of
Dept/University
Mission, Vision,
Values and
Strategic Plans

Assessment of
workforce
skills, abilities
& performance

Development of
Strategy to
address any gaps
that could
prevent success

Conduct Gap Analysis



Professional Development Process



Professional Development Plan

Objective (clear, measurable, realistic and important)		Barriers
		Support
Action Steps	Time Line	Updates

Performance Improvement Plan

WAYNE STATE
UNIVERSITY

Performance Planning and Development
Performance Improvement Plan

Employee Name: _____	Banner ID: _____
Classification: _____	S/G/D: _____
Department: _____	Performance Planning Date: _____

1. Performance Deficiencies	2. Behavior or Results Desired by Management	3. Action Management will Take to Help Employee Correct Deficiencies	4. Action Employee will Take to Correct Deficiencies	Outcomes & Completion Date

Signatures: _____ Date: _____ Employee: _____ Date: _____
 1st Level Review: _____ Date: _____ HR Consultant: _____ Date: _____

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WSU Internal Development Resources

- ✓ Office of Education & Development (<https://hr.wayne.edu/oed>)
- ✓ Accelerate (Academica)
- ✓ Training, Seminars, Workshops (Academica)
- ✓ Wellness Workshops (Academica)
- ✓ Tuition Assistance (hr.wayne.edu/tcw/benefits)
- ✓ Ulliance (hr.wayne.edu/avp/eap)
- ✓ Office of Multicultural Student Engagement (omse.wayne.edu)
- ✓ Insiders at Wayne (WSU Bulletins & email announcements)
- ✓ Live Events & Town Halls (wayne.edu/live)
- ✓ Wayne Women Leads (WSU Bulletins & email announcements)
- ✓ Commission on the Status of Women (WSU Bulletins & email announcements)

Academica

Academica

MY FREQUENT LINKS

- Banner - Login
- WaynePM
- Advanced Cognos Users
- Pay Stub
- Wayne Connect / Email

RESOURCES

- Employee Resources
 - Administrative Systems
 - Document Management
 - Employee Self-Service
 - Other Resources**
- Faculty Instructional Resources
- Research Resources
- University Resources

Other Resources

- Accelerate - Employee Development Tools
- EAB Academic Performance Solutions
- Student Care Report
- Student Code of Conduct
- Title IX and Sexual Misconduct Training
- Title IX - Campus Sexual Assault Information
- Training Seminars, Workshops
- Wellness Warriors

Accelerate Dashboard

Accelerate

My Learning Plan View the Catalog Learning Community

Search Content English (US) My Profile

My Tasks

- Overview
- Quick Links
 - My Learning Transcript
 - Support
 - In-Person Learning: T.S.W.
 - Professional Developme...
 - Working Virtually
- Featured Topics
 - Continuous Quality Improvemen...
 - Microsoft Office 2016
 - Microsoft Office 365
 - Microsoft Teams
 - Project Management

Welcome to Accelerate @ Wayne State

Employee engagement is a top priority for WSU. We know that our staff doesn't want to just find and work a job—they want to build a career, do their best work, and make a difference for themselves, their families, and for their community. That's why there's Accelerate at WSU. Accelerate offers 24/7 access to thousands of books, courses, and job aids to help WSU faculty and staff in skills improvement, professional development, performance support, and more.

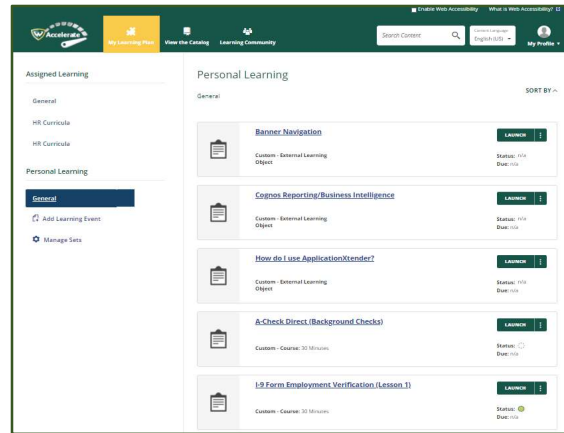
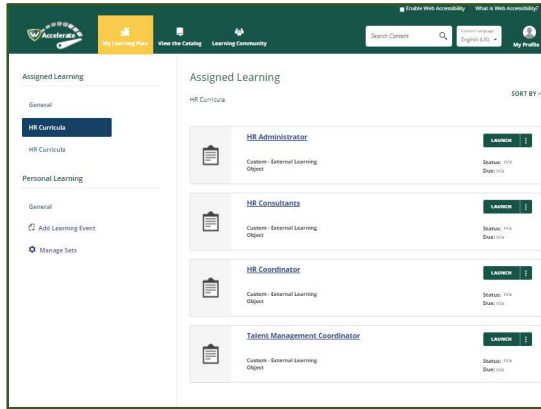
Getting even better with Accelerate—start your development journey below.

- Hybrid Teams
- Leading Hybrid Teams
- WSU Systems
- Personal Wellbeing
- Productivity
- IT Certifications

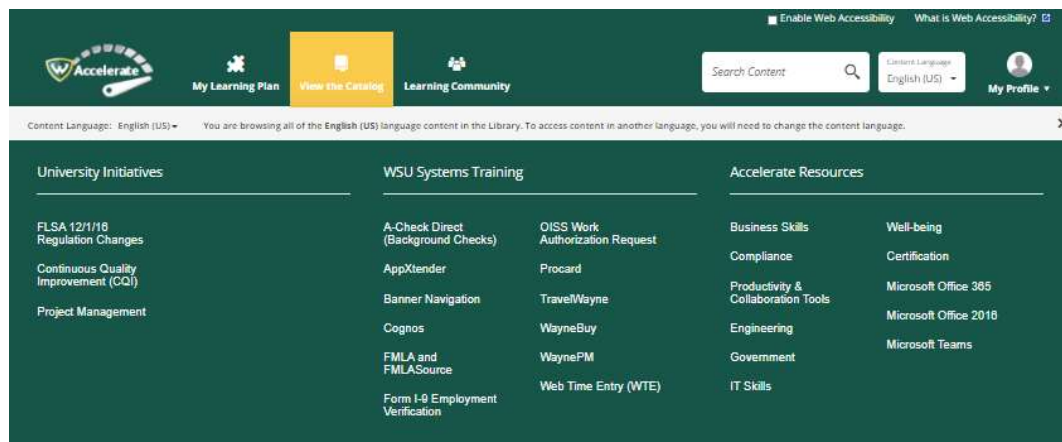
Featured Content

- COURSE: Coding Your Time for COVID Absences Learning Program
- COURSE: Episode 3: Developing a Growth Mindset Custom - External Learning Object Learning Program
- COURSE: Leading Effectively in a Remote/Flexible Environment Learning Program

Accelerate – My Learning Plan



Accelerate – View the Catalog



Accelerate – Search the Catalog

The screenshot shows the Accelerate search results for 'Time management'. The search bar at the top contains 'Time management'. Below the search bar, there are filters for 'Courses', 'Videos', 'Resources', 'Custom', 'Books', and 'Community'. The results list several courses:

- The Reality of Being a First-time Manager**: Course: 20 Minutes, Expertise Level: Complete, Licensure: [icon]
- Facing Challenges as a First-time Manager**: Course: 19 Minutes, Expertise Level: Complete, Licensure: [icon]
- Make the Time You Need. Get Organized**: Course: 20 Minutes, Expertise Level: Complete, Licensure: [icon]
- Aligning Goals and Priorities to Manage Time**: Course: 21 Minutes, Expertise Level: Complete, Licensure: [icon]
- Maximize Your Productivity by Managing Time and Tasks**: Course: 21 Minutes, Expertise Level: Complete, Licensure: [icon]

The screenshot shows the Accelerate search results for 'Resources'. The search bar at the top contains 'Resources'. Below the search bar, there are filters for 'Courses', 'Videos', 'Resources', 'Custom', 'Books', and 'Community'. The results list several resources:

- Keep Your Time Management Approach Organized**: Course: Make the Time You Need Get Organized, Duration: 3 Minutes, Licensure: [icon]
- Effective Time Management**: Course: Managing Quality, Speed, and Time in a Customer Service Environment, Duration: 3 Minutes, Licensure: [icon]
- Organization and Time Management**: Course: Business Analysis Professional: Organizational Competencies, Duration: 3 Minutes, Licensure: [icon]
- Dealing with Time Scooters**: Course: Make the Time You Need Get Organized, Duration: 3 Minutes, Licensure: [icon]

The screenshot shows the Accelerate search results for 'Books'. The search bar at the top contains 'Books'. Below the search bar, there are filters for 'Courses', 'Videos', 'Resources', 'Custom', 'Books', and 'Community'. The results list several books:

- Realities of Being a First-time Manager**: Jul 21, Licensure: [icon]
- What Kind of Time Manager Are You?**: Jul 21, Licensure: [icon]
- Priority Matrix**: Jul 21, Licensure: [icon]

Training, Seminars and Workshops

The screenshot shows the 'Sign up! Training, Seminars and Workshops' page. It features a search bar with 'Show All Categories' and 'Find Course by Keyword'. Below the search bar, there are several program categories:

- Academic Staff**: Academic Staff Steering Committee (ASDC) 2021-2022 Events.
- Academic Staff Professional Development Committee**: ASDC Travel Grant/Travel Expense Information Session.
- General Programs**: HR Team Training, HR Team Training-Advanced, Office 365 Basics, HR Community Learning Workshops, and Dialogue Circle for Essential Workers.

Program	Program Information	Program Web Site
Reporting Data Training - Operational Data Store (ODS)	To familiarize users with the data in the ODS. To show report consumers and report writers how the Banner data relates to the ODS. Enable you to communicate your insights about data. One meeting required. Reporting data users. Reporting tools to become a report writer/developer. You must have Cognos access prior to taking this course. Instruction is provided by SAS.	
College of Education	WISJ Team Members: EXCELLENCE YOUR PRODUCTIVITY. Join professional development and receive from the first state school of business for a comprehensive tour of one of the most critical business applications tools: Excel 2019.	

Program	Program Information	Program Web Site
Coming Out Week (2021)		
English Thursday	As we become more fully invested in online teaching and learning, we may find we need some degree of change to engage students by creating more interactive learning experiences. In this series, we'll look at the pedagogy and implementation strategies for applying these tools to our courses and sometimes have a visit from a guest faculty member who has used them.	
Scholarly Writing Brown Bag Webinars	Join the OI, in partnership with WISJ's English Learning Institute (ELI) once a month to learn about various strategies how to improve scholarly writing.	
Scholarly Writing Series	The Scholarly Writing Series is a virtual space where you can maintain accountability for your writing goals.	View Info
Scholarship of Teaching and Learning Speaker Series	Join our live writing session for the Scholarly Writing Series in HIS Teams between 11am-12pm, turn off your notifications, and work. There is no obligation to stay for the entire session and you are welcome to come and go as needed!	
Teaching Circle Large Lecture	To highlight Wayne State University instructor's Scholarship of Teaching and Learning (SOTL), the OI is hosting a SOTL Speaker Series. After all, successful teaching does not happen by accident - there's science and art to it. Speakers will informally present their scholarship in 15-20 minute talks followed up with a short Q&A from audience. Sessions will be held virtually every other Friday starting in September 2021. Come, network with other faculty and students and learn more about opportunities for publishing your pedagogy!	
Teaching Circle Large Lecture	Faculty Teaching Circles provide an opportunity for faculty/instructors to exchange ideas and learn from each other. They also act to support instruction in learning about, implementing, and assessing Evidence-Based Teaching Practices in the context of specific courses. The Large Lecture Teaching Circle specifically looks at issues that arise in the courses with very high enrollment and the unique challenges that the environment presents.	
Teaching Information Library		
Virtual Brown Bag	Join the OI, every other Friday for a quick 30-minute webinar to learn about a virtual instructional technology and/or pedagogy.	

Leadership Development

OED - <https://hr.wayne.edu/oed>

Leading Virtually @ WSU:
A Webinar Series & Accelerate On-Demand Learning Resources

While virtual teams and flexible work arrangements were already common in today's workforce, the global pandemic truly changed the way we work forever, bringing unique challenges and opportunities for leaders. The HR Restart Learning Council has partnered with Mike Iacono School of Business (MISB) faculty and OED leaders with vast experience managing remote workers to offer the below webinars. Register today in [Training Seminars, Workshops, ITDW!](#)

Virtual Leadership Essentials 7/31 12-1pm

Can remote work be just as effective as face-to-face? What does it take to lead a virtual team (and in a crisis, to lead)? Answers to these questions and tips for best practices during crises (and colleagues will be featured in this session. Attendees will be on leading virtually during crises so the practices discussed are immediately leading remote/transitioned teams in any situation. Presenters are Mike Iacono, Director of the HR Restart Learning Council, and Dr. Christine Jackson, Department Chair, Management & Information Systems, MISB and Dawn Aye, PhD, Director, Organizational & Employee Development.

Virtual Communication & Collaboration 7/20 12-1pm

How do you engage with remote and hybrid professionals? What's working better and what's not? How do you create high performing team results, and build relationships when informal interactions don't occur as frequently? This highly interactive session will address these questions. Join us for this challenge you have experienced. It will be a collaborative problem solving dialogue with experts to foster new insight on virtual meeting best practices. Facilitator: Christine Jackson, PhD, Department Chair, Management & Information Systems, MISB.

Virtual Employee Well-Being 8/5 12-1pm

How do you understand the needs of virtual workers in the short-term during this crisis as well as longer term as trends shift? Consider what are signs to recognize virtual, temporary workers and address their needs? Explore these questions plus for signs of family-supportive supervisor behaviors to respond to individual needs in this session. Facilitator: Matthew Proctor, PhD, Assistant Professor, Management, MISB.

Accelerate eLearning Options For New WSU Leaders

As individuals transition into a leadership role, it can be helpful to skim learning resources for new insights and best practices. We recommend that you start with a self-assessment, then select targeted formal & informal learning options to help you reach your goals, and finally seek out a mentor or coach along the way.

Below are some learning options available on-demand. To access them, log in to Academicia, go to "Resources", "Employee Resources", "Other Resources", and then "Accelerate - Employee Development Tools". Then click the link below or search the resource title in Accelerate. (Note: the below links may need to be clicked twice in order to taken directly to the resource. On first click you may be directed to the Accelerate home page. Returning to the hyperlink and clicking a second time will bring you to the featured learning.)

Self-Assessment:

- **Assessing Your Own Leadership Performance** (a 25-min eCourse to self-assess team leadership competencies and share a variety of ways to approach informal learning)
- **Building a Leadership Development Plan** (a 30-min eCourse featuring how to assess yourself as a leader, establish a vision for the future and identify obstacles to it, and create a development plan)
- **Developing a Plan to Further Your Career** (a 20-min eCourse as part of a full course on "Managing Your Career" to spark an inventory of personal values, interests, skills and lifestyle aspirations to devise a strategy for creating career goals and a plan.)

Sample eCourses:

- **Facing Challenges as a First-Time Manager** (10-min eCourse highlights ways to establish credibility and build new working relations with former colleagues)
- **Taking the Lead with Workplace Motivation and Engagement** (20-min eCourse introduces the forces that drive motivation and coaching techniques for sparking engagement in others, including remote employees)
- **Effectively Directing and Delegating as a Manager** (30-min eCourse includes strategies for setting direction, establishing objectives and goals, and monitoring work)
- **Pushing Your Feedback Skills** (34-min eCourse on how to give genuine constructive feedback, handle bad reactions and your own nerves, and give feedback to people at different organizational levels)

Ulliance

EAP SERVICES & RESOURCES WELL-BEING RESOURCES HR & MGR RESOURCES MY DASHBOARD

Home / Library / WSU HR Resources

hr.wayne.edu: Wellness Portal Log-in Button

SMART MANAGER WEBINAR SERIES

Ulliance 2020 Schedule

WORK-LIFE BALANCE	MENTAL HEALTH	CHALLENGING EMPLOYEES
2/19 Managing Stress	3/4 Substance Abuse	4/1 Under-performing Employees
6/3 Time Mgmt. for Balance	5/6 Emotional Distress	8/5 The Grating Employee
11/4 Beating Burnout	9/9 Suicide Prevention	10/7 Passive Aggressive Employees

All Smart Manager Webinars begin at 1:30 p.m. To reserve your spot, visit <https://bit.ly/253UGym>

Connect with us 877.912.2733

Smart Manager Webinar Archives

Informal Referrals
We will help you explore the HR Advisor informal referral process. You can discuss their well-being, or point them in the right direction. Helping your team with the formal referral process.

Critical Incident Support
Tragedy strikes when you least expect it at all organizations. We're here to support you during these difficult times.

Work Performance (Formal) Referrals
Let's face it, everyone has problems. But sometimes personal issues spill into the workplace. Get them back on track with the formal referral process.

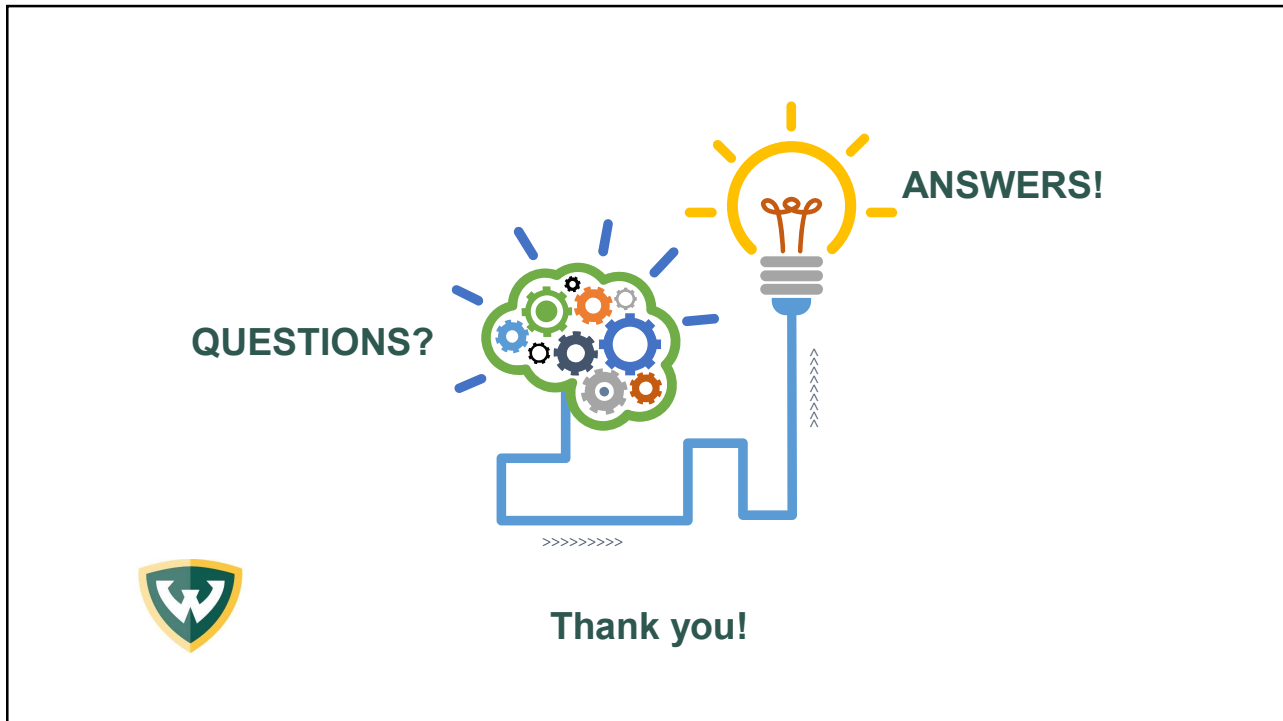
Onsite Services
Ulliance offers services in the best way to increase utilization and total well-being. We can't wait to meet your employees at health and wellness fairs, conventions and company events.

HR & Manager Orientation
Take advantage of the services available to you in your role as HR or Manager to lead your team with ease.

Library
Search through many HR and management resources to assist you with the many hats you wear.

Smart Manager Webinars
We know you are already smart - but we'll get some really smart professional speakers where you might learn a thing or two.

Resource Guide
Everything you ever wanted to know or learn about HR/Management services and the whole lot.



Thank you!