

## 'ACTION CONVERSATIONS:' REPORTING TEMPLATE

**Date, Time, and Place of Conversation:** Wednesday, September 24, 2014

**Duration of the Conversation:** 1:00 p.m. -2:00 p.m.

**Conveners:** Sarah Blakeslee, Annette Heilesen, Sandra MacNevin

**Moderator:** Sarah Blakeslee

**Reporter:** Annette Heilesen

**Number of Participants:** 8 participants including facilitator and recorder

**Type of Participants:** staff, managers

### Theme # 5 – Staff Renewal

**The major ideas / proposed actions / implementation steps/ assessment of priorities emerging from this conversation are:**

#### **1. Professional Development:**

- Include a staff professional development plan with the yearly evaluation where a staff member can lay out their goals for professional development for the year (e.g. take 4 Lynda.com classes, attend a conference, etc.) and the manager signs off their agreement to support.
- For every hire identify career ladders and career path models, if available
- Offer in house professional development for staff who want to learn new skills (such as budgeting or Peoplesoft) but who are unable to pick up these skills in their current jobs in order to promote opportunities for advancement within the University
- Provide opportunities for staff to do internships or volunteer in other departments to promote job mobility to desired positions

## **2. Technological Tools to Support Staff:**

- Promote TLP services and classes to staff and expand TLP expertise to include people trained to help staff use the technology tools they need
- Staff noted that without reason to learn some tools, such as BbLearn, unlikely to learn while also noting that if you do know how to use a tool you are more likely to figure out ways to use it
- Staff noted that BbLearn could be used to create communities within departments, colleges, workgroups, etc. where members could communicate, answer questions, share documents, etc.
- Staff noted that a survey was recently done by Bev Gentry about technology and staff and those results would be summarized and released soon. Results may give more information as to what staff want/need.

## **3. Building Community as Part of Staff Renewal**

- Discussed how broadening the number and the categories of staff awards could not only provide recognition of staff value but also encourage participation in new areas and strengthen professional development