

Staff Professional Development Program

Presenters:

Ms. TJ Bittick
Professional Development Coordinator
Human Resources

Ms. Cindy Bradfield
Senior Human Resources Manager
Human Resources



Sam Houston State University

Staff Professional Development Program

Agenda

- What is Professional Development?
- Staff Professional Development Program Overview
- Program Background
- Core Competencies
- The Learning Academies@SHSU
- E-Learning Library
- Caveats
- Q & A/Door Prizes



What is Professional Development?

- “The advancement of skills or expertise to succeed in a particular profession, esp. through continued education.”
- Enhances current skill set and/or prepares employee for future opportunities
- Can be used to prepare for lateral or vertical professional opportunities
- Addresses necessary knowledge, skills, or competencies to be a successful, productive employee



Staff Professional Development Overview

- Beginning Jan 2014 – staff will need a minimum number of professional development training hours per year
- Will be a factor on employee appraisals
- Approved by the President's Cabinet
- Reinforces importance of professional development for staff employees



Staff Professional Development Overview (con't)

- Created to support SHSU Strategic Plan goal to foster “a lifelong learning environment in support of a diverse faculty and **staff** who are excellent scholars, educators, and **professionals**.”
- Aimed at employee retention, maximizing employee potential, and enhancing effective leadership.
- Recognizes diverse learning styles and needs of all staff employees.
- Helps grow the workforce for the future.
- Helps close the gaps between where we are and where we want to be.



Staff Professional Development Overview (con't)

- Eight hour minimum for staff
- Twelve hour minimum for managers
- Required hours can be met a variety of ways
 - Internal: Workshops, online classes
 - External: Education, conferences, seminars
- Will eventually support creation of career development plans (CDPs) and career paths



Program Background

- HR invited staff and manager focus groups to provide input on training needs in summer 2013
- Invitees represented every division at SHSU
- Conducted brainstorming and needs analysis
- HR also benchmarked best practices of Baylor University and the United Nations
- Output: Core Competencies for SHSU
- Curricula created to enhance desired Core Competencies



Core Competencies

What are Core Competencies?

SHSU Definition:

“The interpersonal skills, knowledge, and attributes that distinguish and define excellent performers.”



Core Competencies

- SHSU's staff is...
 - Committed to SHSU's Vision & Mission
 - Innovative in thinking
 - Effective in communications
 - Accountable for ourselves and to others
 - Dedicated to life-long learning
 - Efficient in operations



Core Competencies (con't)

- In addition, our managers...
 - Support the strategic plan
 - Provide leadership
 - Empower others
 - Comply legally and ethically
 - Manage performance
 - Build trust



Learning Academies@SHSU

- Created to provide options for meeting the new requirements
- Curriculum includes both instructor led training (ILT) and online classes
- Two learning tracks
 - Training University – “maximizing employee potential”
 - Management Academy – “enhancing effective leadership”



Learning Academies@SHSU

- Training University – 12 ILT classes taught by subject matter experts
 - Designed for staff employees; managers wishing to enhance skill sets may also attend
 - One to two classes per month available (except for August); each 1 hour long
- Examples: *Career Planning, Time Management, Customer Service Best Practices, Effective Conflict Resolution, Difficult Conversations, Relaxation Techniques*



Learning Academies@SHSU

- Management University – 10 ILT classes
 - Designed for SHSU managers who supervise staff employees; taught by SHSU leaders/SMEs
 - Series is called “The Core”; courses range from 1.5 hours to 4 hours (most are 2 hours)
- Examples: *Foundations of Management, Managing Legally, Working With Diversity, Setting Performance Expectations, Correcting Performance Issues, Building Trust*



E-Learning Library

- SkillSoft e-Learning Library online
- Supplements and expands on ILT training
 - 1000+ courses available through Talent Management
 - Provides hundreds of hours of just-in-time training to fit your schedule
- Examples: *Basic Presentation Skills; Business Etiquette and Professionalism; Business Writing Basics; Campus to Corporate: Developing a Professional Image; Getting Results without Direct Authority; Running Effective Business Meetings; Business Math*



Caveats

- For the introductory period only, training hours accrued January – March 2014 count as hours earned for the 2015 employee appraisal period (i.e., April 1, 2014 – March 31, 2015).
- Completing the minimum requirement is only one factor in the overall employee appraisal process.



Caveats (con't)

- External training is subject to prior supervisory approval.
- One hour of “in chair” or online training time in an approved course will fulfill one hour of the requirement.
- The complete curriculum will be announced in January 2014 when registration opens through Talent Management.

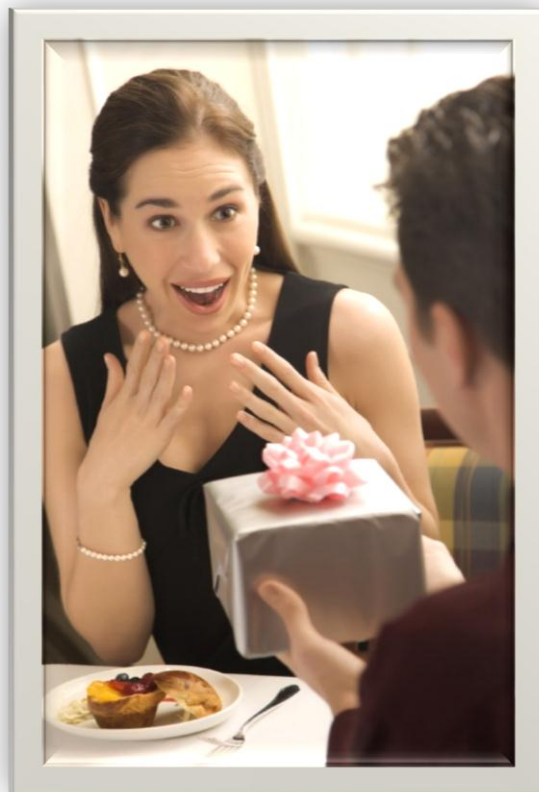


Q & A



Sam Houston State University

Door Prizes!



Sam Houston State University