



Excellence in Learning and Development Program 2008-09

EXCELLENCE IN LEARNING AND DEVELOPMENT PROGRAM CERTIFICATE

Drake University values life-long learning among its faculty, staff and students. The Drake University Excellence in Learning and Development Program (ELDP) is designed with that in mind; emphasizing that varied and frequent learning opportunities enhance personal and professional growth and effectiveness.

The Excellence in Learning and Development Program includes many diverse offerings from which to choose. Participants may earn an Excellence in Learning and Development Certificate and be recognized at an event during the summer of 2009 by completing eight (8) hours of HR approved learning.

"KNOW DRAKE" SERIES

This year's program includes a series of four one-hour sessions aimed at ensuring a greater understanding of some of the key ways that Drake University reaches out to parents, students and prospective students. Attend each of the four sessions and receive a special Drake branded gift.

NEW PROGRAM OPTION: READING GROUPS

This year, the ELDP includes two reading groups aimed at gathering faculty and staff together around common interest topics. Groups will be limited to 15 and scheduling will be based on the needs and desires of the group. This is a great opportunity to explore a topic in greater depth, while also building connections with others from other areas on campus.

OIT and DTC SESSIONS

Sessions offered by OIT and DTC count toward the eight (8) hour certificate requirement. Attendance information will automatically be shared with HR for purposes of application toward the 8-hour Excellence in Learning Certificate.

In addition, Human Resources will announce opportunities to participate in other on-campus learning sessions that are consistent with the scope and purpose of the Learning and Development Program. Watch the Employee Tab on BlueVIEW for additional program offering announcements.

EXCELLENCE IN LEARNING AND DEVELOPMENT PROGRAM SCHEDULE: 2008-09

The 2008-09 Excellence in Learning and Development Program includes many diverse offerings for Drake University faculty and staff. You may choose to attend as many or as few as you like. For those, however, who wish to earn an Excellence in Learning and Development Certificate, participants must attend eight (8) credit hours from the following offerings. Offerings are categorized by the following groupings: (I) Core Programs; (II) "Know Drake" Series; (III) Reading Groups; and (IV) Work Life Balance Series.

I. CORE PROGRAMS

☆ SELECTING, TRAINING AND SUPERVISING STUDENT WORKERS (2 Hours)

Whether you supervise one or ten students, each supervisor encounters similar situations. How do you select which student would work well in your department? How do you train students effectively and efficiently? How do you work with the student who seems to call in sick every other Friday morning? How do you mandate the expectations of the job, while still remembering that the student's first priority is to be a student? Learn from a Supervisor of a large department, and each other, lessons that have been learned to create a meaningful work environment. Also, bring your scenarios so that the group of supervisors can help each other resolve other situations. Presenter: Karen Jurasek

Date: September 25, 2008
Time: 9 a.m. – 11 a.m.
Location: Olmsted 312-313

Date: February 12, 2009
Time: 9 a.m. – 11 a.m.
Location: Olmsted 312-313

☆ NEW MANAGER ESSENTIALS (2 Hours)

This session is for those who manage staff positions at Drake University. Whether you are new to your manager role or would like a "refresher", this course lays the foundation for effectively fulfilling your managerial role. Topics include goal setting, performance management, policy compliance and tips for dealing with common issues and challenges. Presenter: Human Resources

Date: September 30, 2008
Time: 9 a.m. – 11 a.m.
Location: Olmsted 310-311

Date: March 10, 2009
Time: 9 a.m. – 11 a.m.
Location: Olmsted 310-311

☆ I'M NOT PLAYING WITH YOU: SUCCESSFULLY RESOLVING CONFLICT (3 Hours)

This interactive workshop examines differing perspectives about conflict and techniques for successfully resolving difficult discussions. Participants will learn effective strategies for bridging differences that often seem insurmountable. The session focuses on maintaining solid relationships as we work through our differences. Presenter: Nan Valentine

Date: October 7, 2008
Time: 8 a.m. – 11 a.m.
Location: Levitt Hall

Date: January 20, 2009
Time: 1 p.m. – 4 p.m.
Location: Olmsted 310-311

☆ STUDENT RECORD PRIVACY: POLICY OBLIGATIONS AND LIMITATIONS

(2 Hours)

This session will explore the issue of student record privacy, including the obligations of Drake employees with access to student record information. This session will also explore how federal law has set the stage for Drake policy and practice. Presenter: Elizabeth Kennedy, Esq.

Date: October 14, 2008

Time: 2 p.m. – 4 p.m.

Location: The Drake Room*

(*Limit 25 participants)

Date: January 22, 2009

Time: 9 a.m. – 11 a.m.

Location: Olmsted 312-313

☆ INTERVIEWING FOR RESULTS (3 Hours)

The driving principle behind the recruitment process is the ability of the employer to present the job requirements and related tasks in a manner which is appealing, fair, and non-discriminatory to each and every applicant. This session will explore the components of recruitment, with special emphasis on behavioral interviewing techniques. This session is highly recommended for anyone involved in hiring. Presenter: Kristina Johnson, Employee and Family Resources

Date: October 30, 2008

Time: 8 a.m. – 11 a.m.

Location: Olmsted 310-311

Date: February 11, 2009

Time: 1 p.m. – 4 p.m.

Location: Olmsted 312-313

☆ INNOVATION & CREATIVITY: MOVING YOURSELF AND OTHERS AHEAD

(4 Hours)

This dynamic, highly interactive workshop will explore the role of innovation and creativity in moving organizations and individuals ahead. The workshop will help participants solve real problems through innovative thinking. Workshop participants will address key issues surrounding innovation and the role it can play in advancing Drake's mission. Presenter: Michelle Soria

Date: November 6, 2008

Time: 8 a.m. – Noon

Location: Olmsted 310-311

Date: April 7, 2009

Time: Noon – 4 p.m.

Location: Olmsted, 312-313

☆ CHARACTER IN THE WORKPLACE: RESPECT, FAIRNESS AND CARING (3 Hours)

This interactive session will look at how respect, fairness and caring can have a positive impact on our daily life, particularly as it relates to our interactions with those we serve on and off campus. Participants in this workshop will actively explore each of these character attributes and learn how to apply them to the decisions that we make everyday. Presenters: Erick Martin and Mark Wills, Institute for Character Development

Date: November 11, 2008

Time: 1 p.m. – 4 p.m.

Location: Olmsted 310-311

Date: February 18, 2009

Time: 1 p.m. – 4 p.m.

Location: Olmsted 312-313

II. "KNOW DRAKE" SERIES

This series of presentations is designed to provide greater insight into the various ways in which Drake University reaches out to its core constituency: students. These sessions are designed to provide a glimpse into the key presentations that are given by various departments on campus as part of their core function.

FINANCIAL AID (1 Hour)

Date: October 1, 2008
Time: 9:00 a.m. – 10:00 a.m.
Location: Olmsted 310-311
Presenter: Susan Ladd

ADMISSION (1 Hour)

Date: October 8, 2008
Time: 9 a.m. – 10 a.m.
Location: Olmsted 310-311
Presenter: Tom Delahunt and Admission Staff

STUDENT ORIENTATION: PART ONE (1 Hour)

Date: March 11, 2009
Time: 9 a.m. – 10:00 a.m.
Location: Olmsted 312-313
Presenter: Wanda Everage

STUDENT ORIENTATION: PART TWO (1 Hour)

Date: March 12, 2009
Time: 9:00 a.m. – 10:00 a.m.
Location: Olmsted 312-313
Presenter: Sentwali Bakari

Attend all of the "Know Drake" sessions, and you will receive a "Drake-branded" gift.

III. READING GROUPS

For a more "in-depth" learning opportunity, two reading groups will be a part of this year's Learning and Development programming. These groups will read a book (or portions of a book) and discuss it in four 90 minute sessions. Each participant will receive a complimentary copy of the book. Groups can schedule sessions at times that are mutually convenient to participants.

THE SERVANT LEADER, Jim Autry (for those who manage others)

Facilitator: Venessa Macro
October 1 – December 12 (dates and times TBD by group schedule)

STUDENT SUCCESS IN COLLEGE: CREATING CONDITIONS THAT MATTER, George D Kuh, Jillian Kinzie, John H. Schuh, Elizabeth J. Whitt, and Associates.

Facilitator: Rachel Boon
TBD February 1 – April 30

Each reading group session attended is worth 1.5 hours of credit toward the ELD Certificate.

IV. WORK LIFE BALANCE SERIES

These sessions are dedicated to helping you balance your professional and personal life. Those who attend at least six (6) hours of work life balance programming and earn an Excellence in Learning and Certificate will receive a special gift for achieving this level of work/life balance.

☆ SMOKING CESSATION RESOURCES (1 Hour)

This program will provide information about the resources available to students and Drake employees who may be interested in quitting smoking. Presenters: Jana Peterson, Denise Soltis, Jill Dimon and Venessa Macro.

Date: September 4, 2008
Time: 11:30 a.m. – 12:30 p.m.
Location: Olmsted 310-311

☆ FIVE HABITS OF THE SUCCESSFUL INVESTOR (1 Hour)

Learning to make the most of your retirement investments can sometimes be a daunting task. This session provides a good starting point for those who want to pay closer attention to the investments in their TIAA-CREF retirement plan. This session will talk about things you can do right now to help you achieve your long term financial goals. Presenter: Paige Cook, TIAA-CREF

Date: September 10, 2008
Time: 3:15 p.m. – 4:15 p.m.
Location: Levitt Hall

☆ HOLIDAY COOKING TIPS: TASTING AND RECIPES INCLUDED! (1 Hour)

With the holidays approaching, this session in early December will offer a great opportunity to try some new recipes. Sodexo Dining Services will share some tips for cooking and baking for the holiday season. Come enjoy a taste of some great holiday cooking and take away a recipe idea to try yourself! Presenter: Sodexo Dining Services

Date: December 3, 2008
Time: 9 a.m. – 10 a.m.
Location: Olmsted 312-313

☆ MID-CAREER RETIREMENT PLANNING (1 Hour)

This session provides some tips for mid-career retirement planning. A representative from TIAA-CREF will explore some of the things you should be thinking about when you are within 10- 20 years from retiring, including how to make the most of the retirement savings options available to you at Drake University. Presenter: Paige Cook, TIAA-CREF

Date: March 5, 2009
Time: 9 a.m. – 10 a.m.
Location: Olmsted 310-311

☆ NAVIGATING CHANGE: STAYING AFLOAT IN ROUGH WATERS (2 Hours)

This two-hour session is an extended version of a similar topic offered during the 2007-08 ELDP. It will focus on the stages we go through when we are experiencing significant change, as well as perspectives that can help us stay resilient. Presenter: Nan Valentine

Date: April 15, 2009

Time: 9 a.m. – 11 a.m.

Location: Olmsted 310-311

☆ THE “WHAT DO YOU KNOW ABOUT SAFETY?” GAME SHOW (1 Hour)

“What do you know about safety” –Do you watch the game Jeopardy? If you do you are a good candidate to play “SAFE-T”? Come join your fellow contestants in a lively game. Cheating is allowed so visit the Environmental, Health & Safety website to bone up on safety facts. Prizes will be awarded. Kris Rossmiller

Date: May 6, 2009

Time: 9 a.m. – 10 a.m.

Location: Olmsted 310-311

ENROLLMENT INSTRUCTIONS

Enroll in any of the Learning and Development Sessions by completing the enrollment form, located on the HR web site, or by contacting Laura Schwarz at 271-3133 at least five business days before the scheduled session. Seating is limited and will be available on a first come first serve basis.