Employee Learning Week 2018
Learning Showcase & Information Session

SHOWCASE
EMPLOYEE LEARNING
Philosophy
To engage, equip and empower staff and leaders by offering a continuum of accessible learning & development options in order to meet the diverse (position levels, learning styles, etc.), changing needs of the Rice community.

Goals
Decrease/fill skill gaps, build capacity, utilize full potential, retain top talent, cultivate careers and support the Rice mission.
Tip
Take charge of your professional and career development.

http://training.rice.edu/resources-toolkits/

http://training.rice.edu/training-professional-development/self-directed-learning/
Competency – Specific Resources

Leadership

GAIN KNOWLEDGE & SKILLS

Read the article Your Leadership Style – Learn to Be Flexible in 3 Steps

Read the article The Importance of Inspirational Leadership

Read Emotional Intelligence In Leadership or visit Mindtools.com for a deeper dive on the topic

Read the article Top 10 Leadership Blind Spots

Read Daniel Goleman’s Leadership That Gets Results and identify what leadership style you could most develop

LEARN FROM OTHERS

As a group or team, have each person complete the free Emotional Intelligence Quiz and schedule a Lunch & Learn where you discuss your results and how this information can help your team work more cohesively.

Reach out to a leader you admire and schedule a one-on-one meeting to discuss the challenges and rewards of leadership. Also ask for tips to stand out as a leader and what is the best book they have read on leadership.

DEVELOP THROUGH EXPERIENCE

Read the article by Goffee and Jones titled Why Should Anyone Be Led By You? Work with a coach to develop a leadership development plan

Research leadership at Rice and then share a resource for our Career Development Exchange (on our website) to play a role in developing others.

Coaching Circle – Leadership Development

The Leadership Development Coaching Circle pilots are also a component of Leaders at Rice and will be facilitated in small groups (6-8 participants) for a longer period of time (8-10 sessions, 90 minutes each). The goals are to:

• provide a space for peer, action-oriented coaching for leadership development;
• acquire knowledge and skills based on Rice’s leadership competencies;
• facilitate peer connections and expand each participant’s network and
• discuss common leadership challenges and share ideas and real-world examples to address those challenges.

Additional outcomes anticipated include:

• developing awareness of potential leadership blind spots and / or career limiting behavior;
• increasing accountability for self-development;
• expanding leadership capacity at Rice by offering another component to current leadership development options; and
• building relationships across schools / divisions through peer learning and collaboration.

Apply here.

Individual Coaching for Supervisors

Individual Coaching for Supervisors is available and scheduled based on coach availability. Complete the Request for Coaching form.
Supervisor & Manager Toolkit [http://training.rice.edu/resources-toolkits/]

Staff Recruitment
- Recruitment
- Hiring
- RICEWorks Overview
- RICEWorks Admin Portal

Compensation
- Managing Compensation
- Time & Attendance
- Paying Staff
- Sample PAFs
- FLSA

Onboarding
- Departmental Onboarding
- Sample Departmental Checklist for New Hires
- New Employee Guide

Organizational & Professional Development
- Training & Professional Development
- Resources & Toolkits
- Organizational Development

COMING SOON!
Supervisor Pathways
Technology Training

In addition to our Video Library options and the Resources & Toolkits section of our website, employees and teams may have other technology training needs.

Considering the range of positions, skill levels and software used throughout Rice divisions, schools, departments, etc., staff are encouraged to identify the most appropriate vendor to meet the unique needs of the group. Contact Organizational and Professional Development to determine what approach would work best for you and/or your team. As you identify which training option to pursue, click HERE for assistance. This 2-page document will assist you in determining the best option based on your needs.

The following includes, but is not limited to, options for technology training:

<table>
<thead>
<tr>
<th>Individual</th>
<th>Team/Group</th>
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<tbody>
<tr>
<td>- Attend course locally / off-site (click HERE for Microsoft Office training options)</td>
<td>- Small group attend public class locally / off-site</td>
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<tr>
<td>- Rice employees receive a $25.00 discount per course</td>
<td>- Small to medium (10-12) size group attend private class / off-site</td>
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<tr>
<td>- Complete live, online course*</td>
<td>- Team / group arrange for private class on-campus that is customized for skill level and content</td>
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<tr>
<td>- Complete self-paced, online course** (ranging from no cost up to approximately $300 per person depending on course / skill level)</td>
<td>- Click HERE for team/group Microsoft Office training options</td>
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<tr>
<td>- View short tutorials (check out the Digital Media Commons first) for Excel 101 and/or Data Wrangling With Excel</td>
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Developing World Class Staff

Our goal is to design and deliver high-quality, accessible training and collaborative learning experiences for all employees’ professional development.

### 2018 Employee Learning Week

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>Crucial Conversations Suite</strong></td>
<td>Series 13: Jan 10 - Feb 7</td>
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<tr>
<td><strong>Getting Things Done</strong></td>
<td>Series 6: Feb 20 - 21</td>
</tr>
<tr>
<td><strong>Influencer</strong></td>
<td>Series 17: Dec 17 - 19</td>
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<tr>
<td><strong>Fundamentals of Business Writing (2 parts)</strong></td>
<td>Series 11: Dates TBA</td>
</tr>
<tr>
<td><strong>Advanced Business Writing (2 parts)</strong></td>
<td>Series 11: Dates TBA</td>
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<tr>
<td><strong>Employee Learning Week 2018</strong></td>
<td>December 3 - 7</td>
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<tr>
<td><strong>Presenting With Confidence</strong></td>
<td>tbd</td>
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<tr>
<td><strong>Bagels and Laws</strong></td>
<td>tbd Farnsworth Pavilion</td>
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</table>
Make time for your professional & career development.

Know what resources and support are available.

Tips

Career Development & Planning

Career Development **starts with you**. Whether it is developing one's personal brand, creating a career plan or getting connected with other professionals, Rice hopes to support employees in their career journeys. The following are examples of how we can **partner with employees**:

- Facilitate connections with other Rice professionals, both in small group settings and one-on-one. Contact melinda.english@rice.edu for individual career coaching information.
- Provide workshops that enable employees to assess strengths, explore possibilities and utilize tools for planning.

Career & Self-Assessment

Planning

Workshops

Career Development Exchange | Employees Sharing Resources
Team Development can be facilitated with different types of teams and may concentrate on a range of themes including exploring potential, leveraging strengths, clarifying roles and expectations, identifying a shared vision and goals, building strong relationships and implementing effective communication and processes.

In most cases, an assessment (e.g., MBTI, 360, etc.) will be used to design a customized approach and development experience. Team members will learn how each member contributes value to the team and how to enhance team effectiveness, such as in areas of communication, collaboration, and accountability.

Examples of Team Development experiences include but are not limited to:

- **The Five Behaviors of a Cohesive Team** (based on Lencioni’s Five Dysfunctions of a Team; includes team & DISC assessments)
- **Developing a High Performing Team** (using MBTI Team Assessment tool & customized development series)

**Consulting & Coaching Services**

Consulting and Coaching support can occur in many different ways, such as the following:

- Leadership and/or Career Coaching - working with individuals or groups to enhance leadership skills and behaviors and/or provide a space for career development conversations
- Team/Group Coaching - facilitating small group and/or team coaching (e.g., competency-based) to promote peer learning and sharing strategies to work more effectively
- Change Management and Communication - collaborating with leadership to implement and manage organizational change. Using proven strategies and tools, teams can work through adapting to change, managing resistance and ensuring optimal communication takes place during change events
- Retention Strategy - leading the process of identifying intentional interventions and practices (e.g., stay interviews) specifically to retain top performers at Rice
- Role Clarification & Optimization - partnering with leaders and teams to clarify roles (e.g., role conception, expectations, and role reality) and develop a plan to optimize talent (e.g., individually & structurally) and identify related changes needed in processes, systems, etc.
Get Involved!

Tell us what you need.

Develop one another.

http://training.rice.edu/training-professional-development/

http://training.rice.edu/training-professional-development/self-directed-learning/career-development-planning/