Learning & Innovation: Professional Development

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Welcome to the Learning & Innovation Professional Development Page!

This resource is your gateway to advancing your skills, enhancing your leadership capabilities, and building stronger teams. Whether you're looking for individual growth opportunities or team-based learning experiences, you'll find everything you need here.

What You'll Find

- Quarterly Course Calendar:
    - A quarterly schedule of workshops and programs, including Equity Representative training sessions. Check the calendar for dates, times, and locations to plan your participation.

- Course Descriptions:
    - Explore a variety of workshops and programs designed to support your professional and personal development, including:
        - Foundations of Leadership (FOL) Programs: Our flagship leadership series, tailored to empower both emerging and established leaders.

- Equity Representative Training:
    - Gain the tools and knowledge needed to support equitable hiring practices at GRC.

- FAQs:
    - Find answers to common questions about courses, registration, and program expectations.

- Course Registration Form Link:
    - Ready to enroll? Use the registration form linked here to reserve your spot today!

We're excited to support your learning journey and help you achieve your professional goals!

Quarterly Course Calendars

<u>Learning & Innovation Course Schedule</u>

Course	Dates	Time	Location
Foundations of Leadership I: Maximizing Performance	Tuesdays September 30, October 7, 14, 21, and November 4	8:30 pm - 12:30 pm	CLI 118
Foundations of Leadership II: Cultivating Self Awareness for Effective Leadership	Thursdays October 16, 23, and November 6, 13, and 20	9:00 am - 1:00 pm	CLI 122/124 Day one CLI 118
A Growth Mindset	Wednesday, October 15	10:00 am - 12:00 pm	CLI 122/124
Making Connections Across Generations	Tuesday, November 18	1:00 pm - 3:00 pm	CLI 122/124
A Growth Mindset	Thursday, June 12	10:00 am - 12:00 pm	CLI 122/124
Making Connections Across Generations	Wednesday, December 3	10:00 am - 12:00 pm	CLI 122/124

Key:

- FOL - Foundations of Leadership
- CLI - Center for Learning & Innovation

Course Descriptions

Browse GRC's professional development courses—while all listed courses are offered, availability may vary each quarter, so be sure to check the Course Calendar regularly for updates.

Making Connections Across Generations

Overview

Diverse perspectives, motivations, attitudes, and needs have significantly changed workplace dynamics. By understanding each generation's "footprint," you can effectively leverage talents, foster collaboration, and maximize outcomes.

You Will Learn To:

- Describe each generation's work ethic and how it contributes to team success.
- Gain understanding and benefits of a multi-generational workforce.
- Apply techniques for effective communication across all generations.

You Will Benefit By:

- Understanding how generational history shapes workplace behavior.
- Avoiding stereotypes and myths about generational traits.
- Knowing how different generations process information and handle change.

Audience:

Anyone seeking to improve collaboration and communication across generations.

Curriculum Areas:

- Performance Management
- Team Development and Dynamics
- Making Connections Across Differences

Fine Tuning Your Team: Performance Management Best Practices

Overview

Effective performance management is an ongoing process that ensures teams align with strategic goals, work from their strengths, and achieve optimal results.

You Will Learn To:

- Build a shared vision that ties team efforts to organizational goals.
- Apply the "line of sight" concept to achieve team objectives.
- Use a best-practice performance management model.
- Implement a strengths-based work planning process.
- Integrate coaching and feedback loops into your regular performance cycle.

You Will Benefit By:

- Better understanding your team's strengths and weaknesses.
- Prioritizing team efforts more effectively.
- Strengthening connections between your staff and their work.

Audience:

Managers and supervisors looking to enhance team productivity and support staff effectively.

Pre-Class Recommendation:

- Lynda.com: *Delivering Employee Feedback*

Curriculum Areas:

- Performance Management
- Team Development and Dynamics

Straight Talk®: Using Strategic Communication for High-Impact Results

Overview

Workplace success depends on strong communication. The Straight Talk® model explores communication styles to build trust, eliminate misunderstandings, and improve collaboration.

Navigating Change: Building Trust and Effective Communication

Overview

This workshop helps participants understand change dynamics, build trust, and improve communication during organizational transitions.

Objectives:

You Will Learn To:

- Recognize the four Straight Talk® styles and their strengths, weaknesses, and differences.
- Identify your Straight Talk® profile and its role in your success.
- Adapt your style to improve communication with others.
- Strategically apply the strengths of your communication style.

You Will Benefit By:

- Developing positive working relationships and higher levels of trust.
- Enhancing self-awareness, productivity, and efficiency.
- Reducing conflicts caused by style differences.
- Improving group collaboration and problem-solving.

Audience:

Anyone seeking to improve communication skills. This class can also be scheduled for teams.

Program Recommendation:

This is an excellent class for supervisors and managers who have completed *Foundations of Supervision I: Maximizing Performance* and would like their staff to experience a full debrief of the Straight Talk® results and gain strategies.

Pre-Class Recommendation:

- Lynda.com: *Align Intent and Impact*, *How to Empathize*, and *Using 5 Questions to Increase Understanding.*

Curriculum Areas:

- Communication and Listening
- Leadership Development
- Self-Development

- Understand the change process and identify triggers.
- Build trust through transparent communication.
- Develop practical strategies to manage change effectively.

Expected Outcomes:

- Improved ability to navigate change and foster trust.
- A practical communication plan for future transitions.

Format:

- Two-hour interactive session.
- One-hour online follow-up session.

Presenter: Joey Pauley

Audience:

Open to all faculty and staff.

CliftonStrengths for Teams

Overview

The CliftonStrengths assessment helps identify and leverage individual strengths to improve team cohesion and performance. Learn more HERE.

You Will Learn To:

- Understand the 34 CliftonStrengths themes.
- Explore how individual strengths contribute to team success.
- Identify complementary strengths within your team.

- Reflect on personal strengths in daily work.

You Will Benefit By:

- Creating a team strengths map.
- Participating in team-building exercises.
- Enhancing collaboration, communication, and productivity.

Audience:

Full teams. This course is offered by request and includes a 3-hour facilitation session.

A Growth Mindset

Overview

A growth mindset, rooted in the research of Dr. Carol Dweck, fosters creativity, resilience, and self-improvement, helping individuals achieve their full potential.

You Will Learn To:

- Differentiate between fixed and growth mindsets.
- Understand mindset characteristics.
- Develop positive thinking strategies.

You Will Benefit By:

- Using positive self-language.
- Recognizing the value of feedback.
- Finding inspiration in others' success.

Audience:

Open to all faculty and staff.

Strategic Employee Onboarding: The First 365 Days

Overview

Onboarding is a strategic process that extends beyond orientation. It improves performance, reduces turnover, and builds high-performing teams.

You Will Learn To:

- Differentiate between onboarding and orientation.
- Identify key reasons for developing an onboarding plan.
- Customize an onboarding program for your department's needs.
- Apply strategies to deliver impactful onboarding experiences.
- Understand roles and responsibilities in onboarding success.

You Will Benefit By:

- Gaining practical tools and strategies for onboarding.
- Strengthening your departmental brand and reducing turnover.
- Improving onboarding experiences for new hires.
- Quantifying the costs of turnover and its impact on your unit.

Audience:

Supervisors and managers responsible for onboarding new staff.

Curriculum Areas:

- Performance Management
- Leadership Development

Foundations of Leadership (FOL) Programs

The *Foundations of Leadership* (FOL) program series provides early to mid-career managers and supervisors with a best-in-class learning experience. Combining formal classroom instruction with informal learning activities, the program equips participants with practical tools, resources, and strategies they can apply to their roles immediately.

Program Options

1. **Foundations of Leadership I: Maximizing Performance**
   Focuses on the supervisor's formal role, technical responsibilities, and managing performance effectively. Participants will gain knowledge and skills to enhance their management capabilities and ensure accountability.
2. **Foundations of Leadership II: Leading Through Self-Awareness**
   Builds on FOL I by focusing on personal growth and understanding. This program uses the Holistic Model for Leadership to develop a deeper understanding of leadership styles and their impact on workplace dynamics. Completion of FOL I is required to enroll in FOL II.

Foundations of Leadership I: Maximizing Performance

Modules Covered:

- The Role of the Manager/Supervisor
- Developing Employee Performance
- Performance Coaching
- Workload Management
- Employee Onboarding

Learning Activities:

- Meet with your supervisor to discuss your learning goals before starting the program.
- Attend and actively participate in all sessions.
- Complete short pre-class assignments to prepare for discussions.

Foundations of Leadership II: Cultivating Self-Awareness for Effective Leadership

Modules Covered:

- BaFa BaFa – A Cultural Simulation
- Layers of Diversity
- Clifton Strengths
- Difficult Conversations
- *Brand Presentation*

Learning Activities:

- Participate in interactive sessions and apply concepts in real-time.
- Explore leadership styles with tools like Clifton Strengths.

- Conduct a best-practice project on a leadership topic of your choice.
- Present a recommendations summary or job aid during the final session.
- Meet with your supervisor post-program to discuss your findings and application.

- Collaborate with peers and complete a final project to integrate program learnings.

Important Note: Completion of FOL I is required to enroll in FOL II.

Steps to Enroll

For Employees:

1. **Review Course Availability:**
   - Check the **Learning and Innovation Calendar** on GatorNet for FOL session dates.
   - Ensure you can attend all scheduled classes, as attendance is mandatory.
2. **Notify Your Supervisor:**
   - Confirm your availability and express your interest in the program.
   - Work with your supervisor to initiate the registration process.

For Supervisors:

1. **Support the Enrollment Process:**
   - Meet with your employee to review the course schedule and confirm they can attend all sessions.
   - Assess their workload to ensure they can focus on the program.
2. **Complete the MS Request Form:**
   - Access the **Foundations of Leadership (FOL) Program Enrollment Request** on GatorNet and submit the details.
   - After submission, both you and the employee will receive confirmation of registration.
3. **Provide Ongoing Support:**
   - Adjust the employee's workload as needed to allow focus on coursework.
   - Discuss their goals at the start and review their learnings after completion.

Key Reminders

- *Attendance Commitment: Full participation in all scheduled sessions is required.*

- *Manager's Role: Supervisors must ensure employees are supported with time and resources to succeed in the program.*

Equity Representative Program

The Equity Representative Program empowers employees to play an essential role in ensuring equitable and inclusive hiring practices at Green River College. Equity Representatives work closely with hiring committees to develop job descriptions, create job postings, and participate in interviews, helping to uphold GRC's commitment to diversity, equity, and inclusion (DEI).

Key Responsibilities:

- **Facilitating a DEI Lens in Hiring:** Guide committees in adopting inclusive approaches to recruiting and interviewing.
- **Strengthening Procedures:** Help review and refresh hiring practices for fairness and compliance.
- **Advocating for Equity:** Address DEI concerns and ensure thoughtful, inclusive decision-making throughout the process.

Why This Role Matters:

Equity Representatives help build a diverse and inclusive workforce by ensuring hiring practices align with GRC's CORE values.

Training Details:

The Equity Representative training equips you with tools and strategies to succeed in this vital role. Training covers:

- Crafting inclusive job postings
- Applying an equity lens to hiring practices
- Navigating equity-related discussions within committees

Get Involved:

Check the schedule at the top of the page and use the registration link to sign up.

> *Take this opportunity to make a difference and help shape a more inclusive GRC community!*

Frequently Asked Questions

Eligibility and Approval

- **Am I eligible to attend a professional development course at GRC?**
  Yes, if you are a GRC employee in good standing, you are eligible to attend courses regardless of job classification.
- **Do I need approval to attend a course?**
  Yes, you must get approval from your manager or supervisor before registering for a course.

Course Availability and Attendance

- **Will courses be offered again if I miss one?**
  Yes, professional development courses are scheduled multiple times throughout the academic year.
- **What should I do if I cannot attend a session due to illness or work conflicts?**
  Notify us as soon as possible so we can accommodate waitlisted participants.

Registration and Scheduling

- **How do I register for a course?**
  Use the registration button on the Learning & Innovation site. Fill out the form online, and it will automatically be sent to your manager for approval. You'll receive an email confirmation within 24 hours.
- **Where can I find course descriptions and schedules?**
  Course descriptions and schedules are available on GatorNet under Human Resources → Learning & Innovation.

Course Content and Requirements

- **Are there any prerequisites for the courses?**
  Some courses may include recommended videos from Lynda.com (now LinkedIn Learning). Details will be listed in the course descriptions. These videos are optional and can be viewed at your convenience.
- **Will there be homework assignments?**
  No, there are no required homework assignments. Optional supplementary resources may be available on LinkedIn Learning.

Key Reminders

- *Attendance Commitment: Full participation in all scheduled sessions is required.*
- *Manager's Role: Supervisors must ensure employees are supported with time and resources to succeed in the program.*

Course Registration