STAFF PROFESSIONAL DEVELOPMENT REQUIREMENT

The Cabinet concurred with the requirement for all staff employees to take a minimum number of professional development training hours per annual performance appraisal period. Managers will need at least 12 hours of professional development, and staff will need at least 8 hours. While those hours may be earned through a variety of means, the courses in the curriculum are designed to assist employees in meeting the requirements.

For the introductory period of the program, training hours accrued from January – March 2014 count as hours earned for the 2015 employee appraisal period (i.e., April 1, 2014 – March 31, 2015). Please note that completing the minimum professional development requirement is only one factor in the overall employee appraisal process. One hour of "in chair" or online training time will fulfill one hour of the requirement. The complete curriculum will be announced in January 2014 when registration opens through Talent Management. To view your transcript and browse for training, go to My Sam>Employees tab>Human Resources>Talent Management link.

Questions? Contact Ms. TJ Bittick, Professional Development Coordinator, at (936) 294-2328; or Ms. Cindy Bradfield, Senior Human Resources Manager, at (936) 294-2329.

THE LEARNING ACADEMIES@SHSU
TRAINING UNIVERSITY | MAXIMIZING EMPLOYEE POTENTIAL
MANAGEMENT ACADEMY | ENHANCING EFFECTIVE LEADERSHIP

Introducing THE LEARNING ACADEMIES@SHSU

In January 2014, Sam Houston State University kicks off a professional development program aimed at enabling our staff to excel. This program introduces **The Learning Academies@SHSU.**

The academies are tied to the university's strategic plan goal of fostering "a lifelong learning environment in support of a diverse faculty and staff who are excellent scholars, educators, and professionals." The Learning Academies offer both live and online classes and feature two professional development tracks:

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Training University offerings include instructor led training for staff designed to maximize employee potential, such as:

- *Career Planning*
- *Time Management*
- *Customer Service Best Practices*
- *Effective Conflict Resolution*

Management University offers managers instructor led training designed to enhance effective leadership. A few of the courses in this series are:

- *Managing Legally*
- *Working with Diversity*
- *Setting Performance Expectations*
- *Correcting Performance Issues*

E-LIBRARY

For those employees who have difficulty leaving the worksite for training, Human Resources has also partnered with the online training provider SkillSoft, Inc. to make 1000+ courses available online through SHSU's learning management system (LMS), Talent Management. The curriculum for the learning academies is centralized in Talent Management, and beginning in January 2014, employees can register and maintain a record on their transcript of all academy classes taken, whether online or in person.

CURRICULUM

To create the curriculum for the academies, in the summer of 2013 Human Resources invited staff and managers representing every division at SHSU to be part of a focus group.

- Members brainstormed training needs and discussed barriers to success on an individual performance level and to the University's goals.
- We benchmarked best practices from Baylor University and the United Nations and combined them with the focus group results to develop a list of core competencies for staff and managers.
- Each core competency is mapped to the courses available in the program so that an employee knows which course is intended to enhance which core competency.
- Supervisors can use the core competencies to suggest areas of professional development for employees to focus on during the annual appraisal period.

WHAT IS A CORE COMPETENCY?

SHSU defines a core competency as *the interpersonal skills, knowledge, and attributes that distinguish and define excellent performers.*

What follows is the list of six core competencies for staff and an additional six core competencies for managers at Sam Houston State University. Those who master these competencies should demonstrate the high level of performance, knowledge, and skills expected of both SHSU staff and managers.

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

In addition, our managers…

Support the strategic plan
Provide leadership
Empower others
Comply legally and ethically
Manage performance
Build trust