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THE LEARNING ACADEMIES@SHSU

TRAINING UNIVERSITY | MANAGEMENT ACADEMY

The Learning Academies @ SHSU News: Year 4



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Each new year brings fresh opportunities to learn and grow your career with The Learning Academies @ SHSU.

Per SHSU policy, all non-faculty staff, and managers of staff, are required to earn a minimum number of hours of professional development during the appraisal year (April 1 – March 31).

The Academies are a great way to meet that requirement.

In this issue, you'll read about a brand new approach to E-Colors, the popular personality diversity indicator; find out what is happening in our "Come for Coffee" series; get a peek at the 2017 schedule for Training University and Management Academy; and in our feature article, read about fall 2016's "Leading the Sam Way" emerging leader program.

Many sessions are already available for enrollment in Talent Management. Others will be added as details are confirmed.

Register for sessions through Talent Management (My Sam>Employees Tab>Human Resources>Talent Management). Course availability and descriptions are subject to change.



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Training University

Our longer (1.25 hours) **Training University** sessions for staff employees will bring some new topics to the table this year, as well as a first for us: a presenter from our new instructor exchange program with the University of Houston-Downtown.

February 2017 – **“Active Shooters and Other Dangerous Things,”** with Director of Emergency Preparedness David Yebrá.

April 2017 – **“Career Planning for Staff Employees,”** with Director of Career Services Pam Laughlin.

May 2017 – **“Time Management,”** with Dr. Kristy Vienne, Assistant VP and Director of OneCard Services.

September 2017 – **“Customer Service Training,”** with University of Houston-Downtown presenter Kasha Gordon.

October 2017 -- **“Overtime/Equivalent Time Reporting,”** with Karyl Horn, Director of Payroll and Tax Specialization.

Come for Coffee

“Come for Coffee” series. Under the umbrella of the Training University, these are smaller, more intimate sessions on pop-up topics you care about most, with a maximum of 20 attendees. Open to all staff employees and managers.

In these fast-paced, one-hour sessions, you’ll participate in an audience Q & A of a knowledge expert over a good “cuppa joe.” *You supply the questions. We supply the coffee.*

February 2017 – **“Come for Coffee: Hiring for Diversity,”** with HR’s Senior Human Resources Manager for Staffing and the Diversity Coordinator.

March 2017 – **“Come for Coffee: Performance Appraisals – Getting Results,”** with Assistant Director of HR Cindy Bradfield.

April 2017 – **“Come for Coffee: How the Money Flows at SHSU,”** with Edgar Smith, Director of Budget.

May 2017 – **“Come for Coffee: The Who, What, Where, and Why of University Social Media,”** with Derrick Alexander, Assistant Director of Marketing.

June 2017 – **“Come for Coffee: FERPA - What You Need to Know,”** with Cindy Hardy, Assistant Registrar.





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We will announce future **Come for Coffee** sessions as they become available for enrollment.

Management Academy

Management Academy sessions are usually 2 hours long and intended for managers of staff and the participants of the "So You Want to Be a Manager" track. (Note: Only courses marked with an asterisk (*) are eligible for SYW2BAM track participants.)

To receive a certificate from the Management Academy, managers must notify HR in advance of their intent to pursue the certificate. They must also commit to attending all sessions of the Management Academy.

By the way, **faculty** who are managers of staff are also invited to register for the Management Academy courses. Spread the word.

Read on for what's in store this year.

February 2017 – **"E-Colors: The Essentials of Intentional Leadership – Building Trust."** * This half-day session will be led by executive coach Dr. Rosalinda Mercado-Garza of E-Colors in Education. It begins a journey through intentional leadership with content from the new E-Colors initiative, the *8 Essentials of High Performance Teams*.

Managers and SYW2BAM participants who have attended a previous E-Colors

foundational course are eligible to attend. (3.5 hours)



Returning presenter Dr. Rosalinda Mercado-Garza of E-Colors in Education.

April 2017 – **"Problem Solving with Empathy."** * Karen Miller, Director of Music Therapy, brings her talents and perspective on mentoring others through difficult times to the Management Academy. Prepare to be challenged and intrigued with this unique performance-based presentation. (2 hours)

May 2017 – **"Employees & Behavioral Health: What You Can Do."** A licensed clinical social worker with UT Health's Employee Assistance Program will educate managers on behavioral health issues that may interfere with an employee's performance. *Not eligible for the SYW2BAM track.* (2 hours)



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Management Academy (cont'd)

September 2017 – **“Managing Legally in 2017.”** * This yearly presentation brings new light to the legal quandaries managers face daily. Presented by Rhonda Beassie, JD, TSUS Office of the General Counsel. (2 hours)

October 2017 – **“The Angry Employee.”** * A brand new interactive session that will educate managers and team leaders dealing with an angry employee by using real-life scenarios and role playing. Presented by Dr. Drew Miller, AVP of Student Services and Counseling Center, and Gene Roberts, JD, Director of Student Legal and Mediation Services. (2 hours)

November 2017 – **“Decision-Making for the Public Servant.”** * With so much scrutiny from the public, it is important to have clear decision-making guidelines. Dr. Aneika Simmons, associate professor of Management, offers tools for making quick and defensible decisions under pressure. (2 hours)

**Asterisked sessions are eligible for “So You Want to Be a Manager” track attendees.*

For questions regarding the Staff Professional Development Program, please contact Human Resources, at 936.294.1070.

The “So You Want to Be a Manager” Track of Management Academy

This track is a way for non-managers to join the Management Academy and earn a certificate. The track allows staff participants nominated by their supervisors to attend select Management Academy sessions with prior approval. Participants must commit to attending all **eligible** courses in the Management Academy designated with an asterisk (*).

Skillsoft E-Library

Can't make it to an in-class session?



The **Skillsoft online E-Library** may be the perfect learning tool for you. We've loaded thousands of hours of online training into Talent Management for your just-in-time training needs. To register for a class, search the Skillsoft E-Libraries subjects in the course catalog in Talent Management by going to



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My Sam>Employees tab>Human Resources>Talent Management.

A Look Back: Leading the Sam Way



Leading the Sam Way 2016 participants began their journey at Austin Hall.

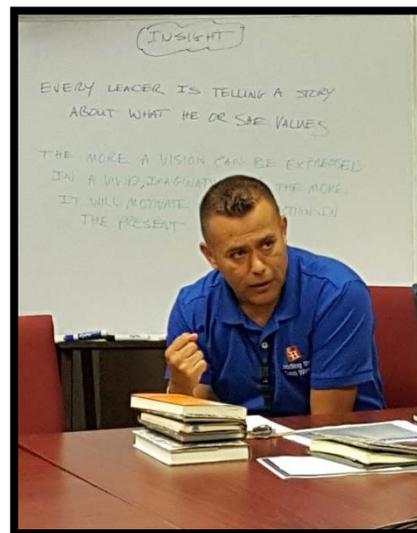
In fall 2016, the Learning Academies partnered with David Yebra, facilitator of the joint SHSU-Huntsville High Potential Employee Leadership Academy, to host an SHSU focused mini-leadership program for emerging leaders called "Leading the Sam Way."

This three-month program gave participants the opportunity to interact with established leaders on campus, network with other emerging leaders, and get practical "How I Did It" advice regarding what it takes to be successful at Sam.

Learning opportunities included three full-day trainings spaced over a three-month period; opportunities for personal

interactions with senior leaders; advice from graduates of the High Potential Employee Leadership Academy; and much more.

Participants described the program as "amazing"; one participant stated, "It opened my mind and my eyes on how to better myself, and on how to be an efficient, respectful, and respected leader here at Sam."



David Yebra, facilitator, gets serious about leadership insights.

With guidance from Yebra, participants focused on distilling the good advice they received from mentors into several meaningful insights that would direct their future leadership journey at Sam.

These included "Don't let anybody steal your joy," "Change is an opportunity to reinvent yourself," "Be a part of what is about to happen," and "Don't neglect other parts of your life."



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Participants met with volunteer mentors, such as Kristy Vienne and Stacey Edmonson (pictured above), and Rita Watkins and Dara Glotzbach (pictured below).



One participant noted, "I really loved hearing from Rita [Watkins of] LEMIT, Stacey Edmonson, Kristy Vienne, and

Angie Taylor....their stories made learning about leadership more real."

Another stated, "It gave insight into what it takes to be a campus-wide leader."

What had the most impact on another participant? "Forming relationships with colleagues who are in leadership roles here at Sam."

Participants received a "passport" and earned a certificate for completing the journey. They take with them the knowledge that they have made connections at Sam that will last the rest of their careers.



Frequently Asked Questions

More information about the annual staff professional development program can be found on the Frequently Asked Questions page on our website,

<http://www.shsu.edu/dept/human-resources/training/faq.html>.

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