Employee Learning Week 2018
Learning Showcase & Information Session

Continuum of Development for Careers At Rice

Self-Directed

- Resources (online)
- Toolkits
  1. RICE MILE
  2.Coaching
  3. Strategic Planning
- Communication
  Develop Comm Strategy
  C@R Newsletter – issue 2
- Tuition Reimbursement

Training

- Online & Blended
- Bagels & Laws
- Employee Learning Week
- Instructor Led Courses & Partnerships

LD

- Leadership Roundtables
- Supervisor Pathways
- Competency Based
- Small Group/Circles
- Cohort Based
- Supervisory & Leadership Coaching

Career

- Workshops
- Small Group (Circles)
- Team Coaching
- Coaching (1:1)

OD

- Team Development
  1. DiSC
  2. Five Behaviors of a Cohesive Team
  3. Customized
- Consultations & Projects
- 360 Coaching & EQ-i Coaching (6)
- Design Sessions & Focus Groups

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.

SELF-DIRECTED LEARNING

Resources & Toolkits

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

Our goal is to provide resources to support staff and supervisors to lead and perform with excellence.

- Supervisor & Manager Toolkit
- Templates & Tools to Develop Staff
- Administration, Research & Financial Management Resources
- Coaching Toolkit - COMING SOON!
- Rice Mile Toolkit - NEW!
- Team Building - NEW!
- Free Management ebooks - NEW!

Tip

Take charge of your professional and career development.

Career Development & Planning

CAREER DEVELOPMENT & PLANNING

- Career & Self Assessment
- Career Planning
- Career Development Workshops
- Career Development Exchange
- Rice Career Profiles ***COMING SOON!***

Video Library

VIDEO LIBRARY

- Microsoft Office
- Social Media
- Digital Skills & Photography
- Math & Workplace Skills
- Leadership & Team Development

Competency-Focused Development

COMPETENCY-FOCUSED DEVELOPMENT

- Coaching & Cultivating Your Team
- Setting & Communicating Expectations
- Leadership
- Developing Others
- Self-Development
- Strategic Thinking
- Collaboration
- Managing Change
- Productivity & Time Management
- Listening
- Public Speaking
- Writing

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

http://training.rice.edu/training-professional-development/self-directed-learning/competency-focused-development/competency/1012/

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

Leadership & Supervisor Development

http://training.rice.edu/training-professional-development/supervisor-development/coaching-circles/

Coaching Circle – Leadership Development

The Leadership Development Coaching Circle pilots are also a component **Careers 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-work examples to address those challenges.

Additional outcomes anticipated include:

- developing awareness pertaining to 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

Onboarding

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

Compensation

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

Organizational & Professional Development

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

TRAINING & PROFESSIONAL DEVELOPMENT

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

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

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:

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

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

Developing World Class Staff

2018 Employee Learning Week

Title	Date	
Crucial Conversations Suite	Series 13: Jan 10 – Feb 7	Register on catalog.rice.edu
Getting Things Done	Series 6: Feb 20 – 21	
Influencer	Series 17: Dec 17 – 19	
Fundamentals of Business Writing (2 parts)	Series 11: Dates TBA	
Advanced Business Writing (2 parts)	Series 11: Dates TBA	
Employee Learning Week 2018	December 3 – 7	
Presenting With Confidence	tbd	
Bagels and Laws	tbd Farnsworth Pavilion	

Tips

- Make time for your professional & career development.
- Know what resources and support are available.

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

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

Coaching Circle – Career Development | Apply HERE

The Career Development Coaching Circles will be facilitated in small groups (8-10 participants) for 7 sessions / 2 hours each. The goals are to:

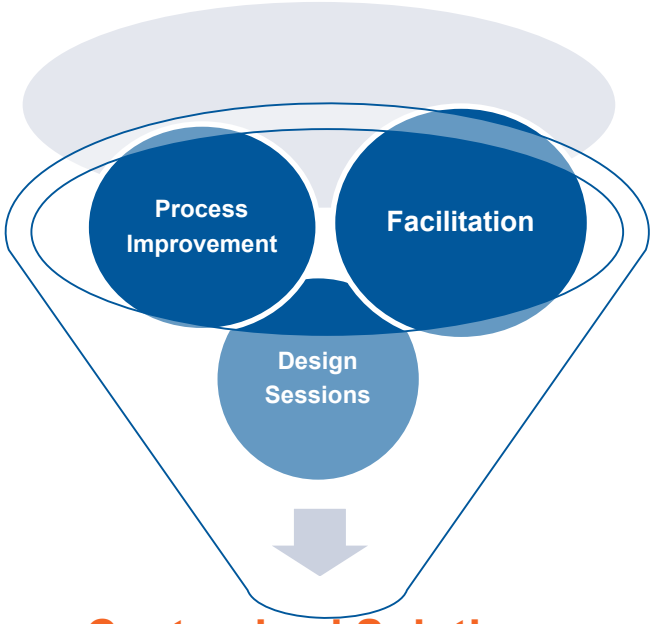
- provide a space for peer, action-oriented coaching for career planning and development;
- facilitate peer connections and expand each participant's network;
- share practices and tools that are conducive to career development; and
- brainstorm techniques and solutions for career development related issues.

Additional outcomes anticipated include:

- developing skills pertaining to effective career development;
- increasing self-awareness and accountability for self-development; and
- building relationships across schools / divisions through peer learning and collaboration.

http://training.rice.edu/training-professional-development/supervisor-development/coaching-circles/

ORGANIZATIONAL DEVELOPMENT



Customized Solutions

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

Team Assessment & Development

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 a change event.
- **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.

Training & Professional Development Interest Form

Let us know your training & professional development interests and needs:

Full Name *

Rice Email Address *

Interests

- **Training**
  Developing or enhancing skills for current job.
- **Professional Development**
  Individual or small group options for development to increase capacity in preparation for future opportunities.
- **Career Development**
  Individual or small group options to self-assess, plan and manage my career.
- **Mentoring 1**
  Serve as a Mentor to others for job-specific/similar areas; complete Mentor Training & minimum of 2 meetings with each mentee.
- **Mentoring 2**
  Receive mentoring for current position or overall professional/leadership development.
- **Organizational Development**
  Work with OPD to develop team or other in-tact group; serve as an individual resource for OPD and assist as facilitator or trainer for others on campus; or serve on a Project Team (in the future) for OPD related initiatives.
- **Other**

Get Involved!

Tell us what you need.

Develop one another.

Submit an Article or Resource

We would love to showcase a book, article, talk or video that has helped you develop new workplace skills. If you have anything you would like to bring to our attention, please either upload a .PDF version of the material or send us a link to where we could find it online! You might see it appear in our monthly newsletter.

Your Full Name *

Your Email *

Website/URL

– OR –

Upload .PDF

Drop a file here
or click to upload
Maximum upload size: 51.2MB

How have you found it useful? *

Submit

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

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