

# University Staff Council

## **Professional Development Committee**

Members- Andy Armstrong, Cari Bishop-Smith,  
Rebecca Eaton, Susan Edmisson

# Professional Development Feedback

## Response Rate

Number of Members 39

- *October 2016 Communication with a Purpose*
  - Attended – 74%
  - Responded – 51%
- *October 2016 Smart Goals & Goal Setting Lynda.com*
  - Responded – 62%
- *November 2016 Communication – Public Speaking, Introducing Yourself, Know Mission*
  - Attended – 79%
  - Responded – 72%
- *January 2017 – Managing Your Time*
  - Attended – 67%
  - Responded – 67%
- *February 2017 – Intentionally Intending to be Intentional – Getting There or NOT!*
  - Attended – 74%
  - Responded – 69%

## Communication With A Purpose

Dr. David Wentling

October 18, 2016

Presented on strategic conversations with key aspects of the following: learn and know the principles of effective oral and written communication; master the art of asking questions; understand our role and responsibility in this process and focus on intentional engagement.

## Communication – Public Speaking, Introduce Yourself, Know Mission

Professor Nancy Street

November 15, 2016

Presented on communication preparedness, knowing your mission and your 15 second elevator speech.

- How would you improve this presentation?
- What would you expect from a presentation on Communication?

# Smart Goals & Goal Setting

Lynda.com

October 2016

Online videos featuring smart goal and goal setting tips including situational examples.

- How would you improve this presentation?
- What would you expect from a presentation on Smart Goals and Goal Setting?

# Managing Your Time

J.J. Macias

January 17, 2017

Presented the following major points for improving time management:

- Identify what drives you. Identify tools for improving time management.
  - Prioritize and schedule your work.
  - Leave some time free for unexpected events.
  - Focus on the task at hand.
  - Create a system for handling work.
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- How would you improve this presentation?
  - What would you expect from a presentation on Managing Your Time?

# Intentionally Intending to be Intentional – Getting There or NOT!

Dr. Craig Rotter

February 21, 2017

Presented the following points on intentionality:

- Knowing, being and doing are an integral to intentionality
  - Being a little ahead, success in intentions is essential and an inclusive rational communication process
  - Eliminate fear or humiliation and operate on trust and inclusivity
  - Empowerment and self-empowerment; expert, referent, legitimate, coercive and reward
  - Avoid the “Woulda, Coulda, Shoulda,” approach
  - You are the motivating factor in what happens, if not you, then who?
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- How would you improve this presentation?
  - What would you expect from a presentation on intentionality?

# Moving Forward...

- What other types of professional development would benefit a University Staff Council Representative?
- What are the competencies you feel are required for a University Staff Council Representative?
- The Professional Development Committee's goal is to create a Professional Development Plan for a USC Representative's three year term. Please send any ideas you may have to [staff@tamu.edu](mailto:staff@tamu.edu) .