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.

• 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?

• 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.