



Excellence in Learning and Development

EXCELLENCE IN LEARNING AND DEVELOPMENT PROGRAM CERTIFICATE

Drake University values life-long learning among its faculty, staff and students. The Drake University Excellence in Learning and Development Program is designed with that in mind; emphasizing that varied and frequent learning opportunities enhance personal and professional growth and effectiveness.

The Excellence in Learning and Development Program includes many diverse offerings from which to choose. Participants may earn an Excellence in Learning and Development Certificate and be recognized at an event during the summer of 2008 by completing eight (8) hours of HR approved learning. In addition, participants have the opportunity to earn a specialized certification or "Seal of Excellence".

☆NEW SEAL OF EXCELLENCE CERTIFICATIONS

This year there is a new feature to the Learning and Development Program. Participants who earn the Excellence in Learning and Development certificate can also earn a special designation called a "Seal of Excellence", by completing six (6) of their eight (8) credit hours in one of these topic areas:

- Communication and Resources
- The Drake Mission
- Leadership and Management
- Safety and Security

Courses that count toward the "Seal of Excellence" also count toward the Excellence in Learning and Development certificate. While there is no "seal of Excellence" for the work life balance courses, participants who attend at least four (4) sessions are eligible for a special gift. (See the Work Life Balance Series section for details.)

OTHER ON-CAMPUS SESSIONS

Sessions offered by OIT and DTC count toward the eight (8) hour certificate requirement. Attendance information will automatically be shared with HR for purposes of application toward the 8-hour Excellence in Learning Certificate.

In addition, Human Resources will announce opportunities to participate in other on-campus learning sessions that are consistent with the scope and purpose of the Learning and Development Program. Watch the Employee Tab on BlueVIEW for additional program offering announcements.



EXCELLENCE IN LEARNING AND DEVELOPMENT PROGRAM SCHEDULE

The 2007-08 Excellence in Learning and Development Program includes many diverse offerings for Drake University Faculty and Staff. You may choose to attend as many or as few as you like. For those, however, who wish to earn an Excellence in Learning and Development Certificate, participants must attend eight (8) credit hours from the following offerings. Participants may earn a "Seal of Excellence" on their certificate by completing six (6) credit hours in a designated subject matter area. (See prior page for details).



RESOURCES AND COMMUNICATION

COMMUNICATION CHALLENGES: GENERATIONAL & COMMUNICATION STYLE DIFFERENCES (3 Hours)

This interactive workshop is designed to identify personal communication style preferences. Participants will learn how conflict can sometimes arise when differing communication styles are at play. Strategies for cross-generational communication will also be explored. Presenter: Nan Valentine

Date: October 10, 2007
Time: 1- 4 p.m.
Olmsted 310-311

Date: January 22, 2008
Time: 9 a.m. – Noon
Olmsted 312-313

THE INFORMATION ADVANTAGE: COWLES LIBRARY RESOURCES (2 Hours)

This session is designed to uncover the wealth of helpful resources that Cowles Library offers to all employees. This session will be tailored to reflect the information needs of Drake employees. Enrollment limited to 20. Presenters: Bruce Gilbert & Mark Stumme

Date: October 16, 2007
Time: 9 – 11 a.m.
Cowles Library Electronic Classroom

PRESENTATION SAVVY: PUT POLISH IN YOUR MEETING PRESENTATIONS AND COMMUNICATIONS (3 Hours)

Do you wish you could convey your good ideas in a more professional and passionate way? This workshop is aimed at taking your meeting communication skills, both formal and informal, to the next level. Don't miss this opportunity to hear from a professional communication coach. Presenter: Greg Dardis, Dardis Communications

Date: November 6, 2007
Time: 9 a.m. – Noon
Levitt Hall, Old Main

Date: February 14, 2008
Time: 1 – 4 p.m.
Olmsted 310-311

DRAKE LOGO USAGE AND RESOURCES: PUTTING OUR BEST FOOT FORWARD! (2 Hours)

Drake University Marketing and Communications wants you to know the wealth of resources available to you, including Drake logos, printing and graphic art services. Learn how to make sure you are using the Drake logo properly and effectively. Presenter: Brooke Benschoter

Date: November 28, 2007
Time: 9 – 11 a.m.
Olmsted 310-311

Date: April 3, 2008
Time: 1 – 4 p.m.
Olmsted 312-313

RESOURCES AND COMMUNICATION - CONTINUED

The Following "Lunch and Learn" Series Offered by the Office of Information Technology is part of the "Resources and Communication" offerings of the Learning and Development Program. Sessions will be facilitated by Peggy Steinbronn, Ed.D. Manager of Instructional Technology and Deanna Koch, Instructional Technology Specialist from the Office of Information Technology.

WHAT'S THE POINT? (1 Hour)

This session will explore the uses of PowerPoint, adding interactive elements, narrating slides, creating slide shows and answering questions from the participants.

Date: September 28, 2007

Time: 11:30 a.m. – 12:30 p.m.

Carnegie Learning Center

ADOBE ACROBAT (1 Hour)

This session will discuss how to create pdf files from Word, Excel, and scanned documents as well as highlight some of the other features of the software, like sticky notes.

Date: October 26, 2007

Time: 11:30 a.m. -12:30 p.m.

Carnegie Learning Center

USING BLUEVIEW—THE PORTAL (1 Hour)

This session will take you into the world of portals, specifically, Drake's BlueVIEW portal. If you are a portal content contributor, or you just want to know how to use the portal more efficiently, then join us. No lifejacket is required.

Date: November 30, 2007

Time: 11:30 a.m. -12:30 p.m.

Carnegie Learning Center

I TOOK THE PICTURE, NOW WHAT? (1 Hour)

We will discuss how to get your digital photo ready for viewing with Photoshop Elements. This session will explore how to get photos ready to put into the CMS and/or into a BlueVIEW channel.

Date: December 7, 2007

Time: 11:30 a.m.- 12:30 p.m.

Carnegie Learning Center

TECHNOLOGY POTPOURRI (1 Hour)

This session will cover a variety of topics and provide information about the technology available at Drake for faculty, students, and staff at a discount, or at no cost. Join us to learn about software you will want!

Date: January 25, 2008

Time: 11:30 a.m.-12:30 p.m.

Carnegie Learning Center

POLL THE AUDIENCE (1 Hour)

Join us for a demonstration of "clickers". We will show the technology and use of Audience Response Systems that are now being used in many classrooms at Drake. It is the same type of technology used to poll the audience on *Who Wants to be a Millionaire*.

Date: February 22, 2008

Time: 11:30 a.m.-12:30 p.m.

Carnegie Learning Center



THE DRAKE MISSION

THE GLOBAL CITIZEN: EXPERIENCES FULFILLING THE DRAKE MISSION (1 Hour each)

In each of these sessions, speakers will bring an international perspective to issues relevant to higher education. Join the presenters from our own Drake community as we explore how Drake seeks to prepare students, faculty and staff to be responsible global citizens.

STUDY ABROAD - Presenters: Jen Hogan & Student Panel
Date: September 13, 2007
Time: 12:15 – 1:25 p.m.
Cowles Library, Room 201

A PERSPECTIVE ON CHINA AND RUSSIA - Presenter: Eric Johnson
Date, Time and Location To Be Announced

DRAKE FACULTY AND STUDENTS IN CHINA – Presenter: Judy Allen & Student Panel
Date, Time and Location To Be Announced

DRAKE FACULTY AND STUDENTS IN UGANDA- Presenter: Glen McKnight, Jimmy Senteza & Student Panel
Date, Time and Location to Be Announced

MANAGING STUDENT WORKERS: YOUR ROLE IN CREATING AN EXCEPTIONAL LEARNING ENVIRONMENT (2 Hours)

The student employment relationship is part of the overall Drake experience. Accordingly, it should contribute to the exceptional learning environment contemplated by the Drake mission. Managers of student workers can further enhance their management skills and help understand their role in developing, coaching and mentoring student workers. Presenter: Deb Wiley

Date: September 20, 2007
Time: 11:30 – 1:30 p.m.*
Olmsted 310-311

**This is a "Brown Bag Lunch" event, drinks and dessert will be provided. This program is offered for credit for both the Leadership & Management and Drake Mission Seals of Excellence.*

INNOVATION & CREATIVITY: CREATING AND SUSTAINING AN EXCEPTIONAL LEARNING ENVIRONMENT (4 Hours)

This dynamic, highly interactive workshop will explore the role of innovation and creativity in moving organizations and individuals ahead. The workshop will help participants solve real problems through innovative thinking. Workshop participants will address key issues surrounding innovation and the role it can play in advancing Drake's mission. Presenter: Michelle Soria

Date: January 17, 2008
Time: 8 a.m. – Noon
Levitt Hall, Old Main

WHAT THE MISSION MEANS TO ME: A PANEL DISCUSSION (1 Hour)

The Drake Mission drives strategic planning, goal-setting and daily activity all across campus. What aspects of the Drake Mission are particularly meaningful for administrators, faculty, students and staff? Come listen to a panel discussion explore the every-day "real life" meaning behind the words.

Date, Time and Location To Be Announced

TRUE BLUE: LIVING THE DRAKE BRAND AND MISSION (2 Hours)

Learn about how the "Drake brand" is a reflection of Drake's mission. Explore your own connection to the Drake mission and brand. Presenter: Brooke Benschoter

Date: February 5, 2008
Time: 9 – 11 a.m.
Olmsted 312-313

DIVERSITY AND UNDERSTANDING (2 Hours)

This workshop is designed to heighten overall understanding about different aspects of diversity. Individuals at times struggle with how to handle situations with people that are different from them (such as age, disability, gender, race/ethnicity, religion, or sexual orientation). This workshop will provide an opportunity to explore possible scenarios and responses AND provide suggestions to make the office or classroom more inviting to diverse populations. Presenter: Susan Breakenridge

Date: February 27, 2008
Time: 2 - 4 p.m.
Olmsted 310-311



LEADERSHIP AND MANAGEMENT

WRITING EFFECTIVE PERFORMANCE GOALS: A REFRESHER (2 Hours)

This session will review the elements of a well written performance goal. Tips on writing performance goals that convey expectations while engaging employees in mission driven activity will also be shared. This session also includes a review of the electronic goal-setting tool. Presenters: Gary Johnson & Venessa Macro

Date: September 13, 2007
Time: 9 - 11 a.m.
Drake Room Olmsted Center

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Date: September 20, 2007
Time: 11:30 a.m. - 1:30 p.m.
Olmsted 310-311

EAP RESOURCES FOR MANAGERS (1 Hour)

As a manager, you are often in the best position to assist employees find the resources they need to get through difficult times. This session explores how you can use one of those resources: the Drake Employee Assistance Program through Employee and Family Resources. Presenter: Kristina Johnson, EFR

Date: October 25, 2007
Time: 11:15 a.m. - 12:15 p.m.
Olmsted 312-313

THE DRAKE MANAGER: UNDERSTANDING POLICY, EXPECTATIONS AND RESOURCES (3 Hours)

This session provides managers with further insight into Drake policy and processes. If you manage Drake University staff, this session offers you a wealth of information about common policy concerns and tips for navigating key processes. Presenters: Gary Johnson, Venessa Macro & Deb Wiley

Date: January 24, 2008
Time: 9 a.m. - Noon
Olmsted 312-313

Date: April 10, 2008
Time: 1 - 4 p.m.
Olmsted 310-311

DRAKE PERFORMANCE MANAGEMENT: MAKING MERIT PAY DECISIONS (2 Hours)

If you are responsible for making merit pay recommendations for others, this session will provide both tools and insight into making tough merit pay decisions. Through hypothetical problems, this session will highlight key considerations in making salary increase recommendations. A review of the guiding principles at play in the staff compensation system will also be covered. Presenters: Gary Johnson & Venessa Macro

Date: March 13, 2008
Time: 9 – 11 a.m.
Olmsted 312-313

Date: March 25, 2008
Time: 9 – 11 a.m.
Olmsted 310-311

CONGRATULATIONS, YOU'VE HIRED SOMEBODY! NOW WHAT? DEVELOPING AN ORIENTATION PLAN FOR NEW EMPLOYEES (2 Hours)

It can take a lot of resources to hire the right person for the job. A well-developed orientation program can help ensure that a new employee succeeds. This program will consider the importance of orientation and identify resources to help develop, assess, and enhance an orientation program for full-time employees.

Presenter: Karen Wallace

Date: April 22, 2008
Time: 2:00 – 4:00 p.m.
Olmsted 310-311



SAFETY AND SECURITY

WHEN THINGS ARE NOT RIGHT: STUDENT INTERVENTION AND REFERRAL (1 Hour)

Faculty and staff are encouraged to attend this one Hour session designed to provide information about different ways to help students who may need assistance or support. Topics such as how and when to refer students to the Counseling Center will be explored. Presenters: Kerry Anderson, Dee Wright & Steve Sereck

Date: September 26, 2007
Time: 3:30 p.m.
Bulldog Theatre

Date: September 27, 2007
Time: 8 a.m.
Bulldog Theatre

KNOWING HOW TO HELP THE STUDENT IN NEED: SKILL BUILDING & AWARENESS (2 Hours)

A follow-up to the one-Hour session held in September, this workshop will go into more depth about what to do when a student is exhibiting behavior that may suggest a referral or intervention is appropriate.

Participants will examine different ways to approach students and practice effective referral and intervention tactics. Presenters: Katie Greving & Dee Wright

Date: October 4, 2007
Time: 9 – 11 a.m.
Olmsted 312-313

Date: January 28, 2008
Time: 2 – 4 p.m.
Olmsted 310-311

PREVENTING WORKPLACE AGGRESSION AND VIOLENCE (2 Hours)

This session explores some of the behavior that can lead to aggression or even violence in the workplace. Participants will learn how to prevent and de-escalate volatile situations. Presenter: Kristina Johnson, EFR

Date: October 25, 2007
Time: 9 – 11 a.m.
Olmsted 312-313

Date: December 4, 2007
Time: 9 – 11 a.m.
Olmsted 312-313

FIRE SAFETY AT HOME AND AT WORK (1 Hour)

Does your family have a fire escape plan? Do you know what to do when the pot on the stove catches fire? Come and learn these and other important fire safety tips to use at home. This presentation will also focus on fire regulations and the Life Safety Code as it applies at work. Presenter: Kris Rossmiller

Date: October 31, 2007
Time: 11 a.m. – Noon
Levitt Hall, Old Main

STAYING WELL AND PREVENTING INJURY: AT HOME AND AT WORK (1 Hour)

This session explores steps you can take to ensure your safety and well-being at home and at work. Issues such as ergonomics, nutrition and exercise will be explored. A licensed physical therapist will explore ways to prevent injury and promote well-being through proper ergonomics, nutrition and exercise. Presenter: James Dickbernd, Concentra

Date: November 15, 2007
Time: 9 a.m. – 10 a.m.
Bulldog Theatre, Old Main

THE "WHAT DO YOU KNOW ABOUT SAFETY?" GAME SHOW (1 Hour)

"What do you know about safety" –Do you watch the game Jeopardy? If you do you are a good candidate to play "SAFE-T"? Come join your fellow contestants in a lively game. Cheating is allowed so visit the Environmental, Health & Safety website to bone up on safety facts. Prizes will be awarded. Don't want to play then come and watch the fun. Presenter: Kris Rossmiller

Date: April 2, 2008
Time: 9 – 10 a.m.
Olmsted 312-313

SAFETY AND SECURITY TIPS FROM CAMPUS SECURITY (1 Hour)

Drake University has a tremendous resource in its campus security department. Attend this session and learn how Drake Security approaches its important role on campus, from event coordination to crime reporting. Security personnel will also provide some tips on how you can stay safe and keep your personal property secure on campus. Presenter: Campus Security

Date: April 15, 2008
Time: 3:00 – 4:00 p.m.
Olmsted 310-311



WORK LIFE BALANCE SERIES

In the past, we have dedicated one week of programming to work-life balance issues. This year, we are offering work-life personal development offerings throughout the year. In addition to continuing the tradition of prize drawings at the conclusion of each session, we will also provide a special gift to those who attend at least 4 or more of the work life balance offerings (regardless of the length of each session). These sessions will also apply toward the Excellence in Learning and Development Certificate.

NAVIGATING CHANGE: STAYING POSITIVE, PROACTIVE AND AFLOAT IN ROUGH WATERS (1 Hour)

This one-Hour session will focus on the stages we go through when we are experiencing significant change, as well as perspectives that can help us stay resilient. Presenter: Nan Valentine

Date: November 14, 2007
11 a.m. – Noon
Olmsted 312-313

IDENTITY THEFT: DON'T LET IT HAPPEN TO YOU! (2 Hours)

Learn how to protect yourself from being the victim of identity theft. This session will explore some common "scams" to watch out for, as well as give you some solid advice for preventing the theft of personally identifiable information. Presenter: Susan Kerr, Iowa Attorney General's Office

Date: November 16, 2007
1:00 p.m. – 3:00 p.m.
Bulldog Theatre

VALENTINE TREATS (1 Hour)

Just in time for the most romantic day of the year, this interactive workshop will give participants a chance to practice making (and tasting) some great valentine treats for that "special someone". Presenter: Sodexo Food Service

Date: February 14, 2008
Time: 11:30 a.m. – 12:30 p.m.
Olmsted 310-311

MANAGING STRESS AND TIME (1 Hour)

Do you feel disorganized and unfocused? Do you wish you could find a balance between all the demands on your time? Learn from a licensed psychologist some tips to help you manage your professional and personal life. Presenter: Dee Wright

Date: April 8, 2008
Time: 11 a.m. – Noon
Olmsted 312-313

INVESTING FOR WOMEN (2 Hours)

For a variety of reasons, including a longer life span, women have a unique set of considerations when making investment choices. This workshop, led by a TIAA-CREF representative, will explore some of these considerations and offer some insights into how to ensure you are making the most of your investment dollar. Presenter: Lynn Hammell, TIAA-CREF

Date: May 1, 2008
Time: 9- 11 a.m.
Olmsted 312-313

ENROLLMENT INSTRUCTIONS

Enroll in any of the Learning and Development Sessions by completing the enrollment form, located on the HR web site, or contacting Laura Schwarz at 271-3133 at least five business days before the scheduled session. Seating is limited and will be available on a first come first serve basis.

