

## Staff Development Grant Report

### **Minnesota State University Moorhead**

*Project:* Staff Development, year long approach

*Description:* Continue with our successful annual staff development day but also to include additional development opportunities throughout the year

*Project Leader:* Ed Choate, Human Resources Director

*Award:* \$2500

### **Project Re-cap**

Our original plan was to continue with our annual staff development day held each year in June. In addition, we also realized how important it is to provide development opportunities throughout the year, and we planned to do so by focusing on safety issues as well as through webinars through Careertrack. These diverse topics were meant to provide development to a wide scope of our support staff population. When our budget difficulties became apparent, we were required to cut back on training activities and concentrate on retirement and budget informational sessions. We were able to use the funds for a campus Development Day since they were originally granted for development activities related to our Development Day.

Staff Development Day was held on Tuesday, June 9, 2009. Our keynote speaker was Gail Nelson with BlueMoon Training. Her topic was "Increasing your tolerance for chaos". She will also provided an additional session entitled "Have an Ordinary Day". We are also brought in Dawn Kaiser with the Village Business Institute. She presented two breakout sessions: "Retirement: Preparing Emotionally for a New Chapter" and "Handling the Personal Effects of Change". In addition, our Business Manager presented a session on "Who Moved My Cheese". We had 75 attendees for these events.

Costs are as follows:

Speaker costs \$2,050

Box lunches \$560-\$660 (dependent upon number of registrants)

Afternoon refreshments \$125 costs picked up by University Bookstore.

It was apparent that as employees were planning for retirement, there was a gap in their knowledge. Although, they could contact MSRS to receive a breakdown of what their retirement benefits would be, they didn't know how much insurance was going to cost, what coverage would they have outside Minnesota, vacation payoffs and what in the world is the Health Care Savings Plan? To address this gap, Ilene Trittin-Anderson developed an informational session to answer these questions (and others) and in several sessions Eighty (80) employees (good mix of classified and unclassified staff) have taken part in these sessions.

## Participant Evaluations

There were 75 attendees for this year's events. Of those attending, we received 30 evaluations (40% response rate).

Analysis reveals that 67% of those attending thought the overall day was excellent, 32% thought it was good.

Written comments:

Regarding Gail Nelson (keynote):

- ❖ Very uplifting and fun speaker
- ❖ Great session, loved the content
- ❖ Love Gail's style and enthusiasm
- ❖ Speaker very knowledgeable and capable of making presentation "interactive"
- ❖ Good sense of humor

General comments and/or ideas on future sessions:

- ❖ Appreciate the opportunity to go to these staff development days
- ❖ I was in the right place at the right time
- ❖ Good resources shared, liked the pen and snacks
- ❖ Retirement planning session was best
- ❖ Motivational—FISH video, something with humor
- ❖ Time management
- ❖ Efficiency improvements
- ❖ Bullyism at work
- ❖ Interpersonal communication skills – Steven Covey
- ❖ More on how to get along with people and how to deal with their feelings

General observations were that employees were enjoying themselves...lots of laughter during sessions, good conversation during the breaks and more than one person thanked us for organizing this event. A couple people made a point of telling us how good it was to just get away from the stresses at work what with budget problems and talk of layoffs.

This annual event allowed employees have the opportunity to gather together and become a campus family again. We cannot overlook how important that is.