

Dean of Faculties & ADVANCE LEAD Program
FACILITATOR'S AGENDA
Effectively Leading Staff Workshop
May 8, 2015 | 8:00AM - 12PM

Time	Topic	Description	Facilitator(s)	Materials
8:00 - 8:30	Staff Perspectives	-Welcome, Introduction (what we're going to do today) - <i>Activity 1</i> : Cultures of the Academy Worksheet -Understanding Employee Cultures	Kaunas	Activity Worksheet/ Slides
8:30 - 8:50		-Who are TAMU Staff? What are they saying? (Staff Climate Survey, K. Miner Study, Focus Group Intro) Last slide leads into Activity 2.	Lupiani	Slides
8:50 - 9:20		<i>Activity 2</i> : Attendees read Focus Group quotes. Facilitation of issues raised. (Stelly to hand out 6 quotes randomly when participants arrive.)	Chew/Yennello	Quotes on paper
9:20 – 10:20	Learning from Each Other: Challenges/Strategies	<i>Activity 3</i> : 1. In small groups, discuss challenges of effectively leading staff. 2. List challenges on Post-it easel pads marked #1. 3. Facilitation of reporting challenges out to larger group (ensure each group speaks). 4. *Kaunas to highlight 1-2 challenges as they list them/report out. 5. Generate strategies for highlighted challenges. 6. List strategies on Post-it easel pads marked #2. 7. Facilitation of reporting out to larger group (ensure each group speaks).	Chew/Yennello	Post-it Easel Pads/ Markers
10:20 - 10:30	Break	Networking Time (Put up 2 nd set of Post-it easel pads. Highlight 1-2 challenges for each group.)	Stelly/Kaunas	Post-it easel pads/ Highlighter
10:30 - 11:10	Factors Undermining Climate	Evidence-based factors that undermine departmental climate and staff performance (implicit bias and microaggressions)	McIntosh	Slides
11:10 - 11:50	Strategies for DHs	Supervisory Strategies for Employee Success	Mayer	Slides
11:50- 12:00	ADVANCE	-Generated strategies disseminated to all DHs -Workshop materials will go on website -Program Announcements/Updates -Workshop Evaluation	Kaunas	Evaluation Forms