
GROUPING IDEAS FROM RADAR EXERCISE

GROUP 1 (11:30-12:45):

BUILDING A LEARNING COMMUNITY AMONG ALL STAFF

GROUP 2 (12:45-2:00PM):

CREATING AN EMBRACING ENVIRONMENT FOR EVERYBODY

Below are color-coded ideas related to each group: Lunch 2 discussion will build upon these ideas

ENHANCED NETWORK

- **Summary:** Faculty-Staff collaboration, departmental interdependence, knowledge sharing
- Provide inventory of faculty and staff specialization skills
- Share best practices, job duties, and activities
- Staff meetings and lunches
- Network with external parties – other schools/universities/corporations
- HR to support new ideas
- Guest speaker at staff meetings

COMMUNICATION

- **Summary:** Horizontal knowledge sharing, Clear Roles
- Knock down hierarchies
- Seminars
- Feature staff/dept. share best practices & across depts.
- Increase/uplifting Energy (vibe) culture
- Recognizing new employees (welcome and introductions)
- Clearly defines roles and responsibilities

UPWARD MOBILITY

- **Summary:** Evaluation & Feedback, Mentorship, Communicating opportunities internally.
- Professional development plan
- Seeking feedback & Self-evaluation
- Mentors
- Succession planning
- Encouragement for change/mobility

PROFESSIONAL DEVELOPMENT

- **Summary:** Training, Education, Workshops, and Mentorship
- Department newsletter
- External prof development opportunities/classes
- Attend conferences for trainee and networking
- buddy mentor (seasoned coworkers)
- Allowed to have more work time
- Recognition

COLLABORATION AND COMMITMENT

- **Summary:** Meetings across departments, cross-departmental knowledge sharing
- SSOE staff meetings
- Team assignments // goals
- Planned training
- Share ideas with similar job peers across schools
- Work together to maximize time and resources
- Support for mobility for chairs and others

FULL LIST FROM RADAR SESSION

ENHANCED NETWORK

- FACULTY-STAFF COLLABORATION, DEPARTMENTAL INTERDEPENDENCE, KNOWLEDGE SHARING -

COMMUNICATION

- HORIZONTAL KNOWLEDGE SHARING, CLEAR ROLES -

UPWARD MOBILITY

- EVALUATION & FEEDBACK, MENTORSHIP, COMMUNICATING OPPORTUNITIES INTERNALLY -

PROFESSIONAL DEVELOPMENT

- TRAINING, EDUCATION, WORKSHOPS, AND MENTORSHIP -

COLLABORATION AND COMMITMENT

- MEETINGS ACROSS DEPARTMENTS, CROSS-DEPARTMENTAL KNOWLEDGE SHARING -

ENHANCED NETWORK

- Break silos among departments (among faculty and staff)
- Provide inventory of faculty and staff specialization skills
- Share best practices
- Sharing of job duties and activities
- Network with external parties – other schools/universities/corporations
- Faculty and staff strategizing together
- Staff meetings and lunches
- HR to support new ideas
- Guest speaker @ staff meetings

COMMUNICATION

- Lunch & Learn
- Knock down hierarchies
- Seminars
- Know networks (?)
- Personal meetings (?)
- Follow up and through
- Increase/uplifting Energy (vibe) culture
- Feature staff/dept. share best practices & across depts.
- Feeling safe & comfortable
- Recognizing new employees (welcome and introductions)
- Clearly defines roles and responsibilities
- Use various means
- Share (?)

UPWARD MOBILITY

- Mentors
- Succession planning
- Encouragement for change/mobility
- Better structure
- Professional development plan
- Seeking feedback
- Self-evaluation
- Post/share job opportunity internally first
- Communicate opportunities for promotions within the school
- Setting (annual) goals

PROFESSIONAL DEVELOPMENT

- Department newsletter
- More effective (and just more) PD programs
- buddy mentor (seasoned coworkers)
- external prof development opportunities// PD classes
- Attend conferences for trainee and networking
- Support to have conferences.
- Career ladder
- Training budget
- Recognition
- Time check-ins
- Allowed to have more work time

COLLABORATION AND COMMITMENT

- Identify individual skills and interests
- Share ideas with similar job peers across schools
- Work together to maximize time and resources
- SSOE staff meetings
- Team assignments
- Inter-dependence // Team goals
- More unity
- Inc. staff pay
- Planned training
- Support for mobility for chairs and others
- Opportunities for conferences, workshops, and learning

CENTER

- chief of staff / fun

GROUP PRESENTATION ON RADAR EXERCISE

ENHANCED NETWORK

We were talking about providing an inventory of the faculty and staff specializations. ...There's a lot of us here and a lot of expertise, and to know that, you can't manage what you don't measure, right? So that seems important. Similarly, to share best practices...Breaking silos among the departments, among faculty and staff. What we're doing right here, right now, what we do in a lot of these get-togethers. Very central to enhancing the network. Additionally, networking with the external parties. Other schools, other universities in our Pittsburgh...Things are happening in Pittsburgh and we surely want to try to take advantage of any multiplicative advantages out there. Faculty, staff, strategic, strategizing together. HR, to support new ideas. I do believe that they've heard some things and I'm hopeful that we'll get some of these HR sponsorship staff meetings and lunches and we'll be able to go through the sharing of job duties, responsibilities, and possibly some guest speakers.

COMMUNICATION

The most important things that we came up with was recognizing new employees...welcoming and introducing [someone] when someone takes over a new job...putting two or three sentences per staff on the website, just as a little explanation or description of what they do in their role every day...Clearly defines roles and responsibilities ...[and] using various means to communicate those. In the school we were talking about...we have six different academic apartments and we have a lot of job roles that do similar things across the same school...Maybe getting together every once in a while and reviewing...[for example, asking 'Hey, what do the grants administrator and industrial engineering do versus the one electrical computer engineering,' ...A way to share ideas and such.

[Some other topics we discussed include] feeling safe and comfortable...making sure that employees have proper ways to report any time that they feel unsafe in their job...[and] more ways to share best practices across the school.

UPWARD MOBILITY

Everything from opportunities to go outside of Pitt for professional development, externally...actually having evaluations and a better structure for how we can achieve greater goals and move up and have opportunities. Having a professional development plan

that you look at with a mentor or with your supervisor regularly. One was posting job opportunities...first so that staff internally had the opportunity to know about them in advance. Greater support from chairs and departments about mobility and so if there are opportunities outside of where you're working, that you get the support to take that opportunity. [Finally, we discussed] succession planning and having mentors.

PROFESSIONAL DEVELOPMENT

The overriding theme or the umbrella would be [to] support of our leadership. And so that could be in actually having the money to actually attend the events as well as allowing us to have time off and just the overall encouragement of being able to further ourselves professionally...We as staff do that and we can also be encouraged to come back and share it with our own departments, as well as others...And something else that we thought was recognition with that....depending on the financial restrictions maybe of the department. So sometimes it's just something like, 'Hey, good job.' You know, a verbal [exchange] or an email...The overriding theme is support of leadership to attend and just to develop yourself professionally.

COLLABORATION AND COMMITMENT

We looked at collaboration and commitment. And we saw a theme of suggestions having to do with seeing the staff as more of a team. The first part of that we saw as getting to know each other. Something as simple as wearing name tags to just [have] more of a sense of unity and having team goals. And then also sharing information... at the staff level or department level...working together to maximize time and resources. Sharing ideas across...the school with your peers. [Some] miscellaneous suggestions: Higher staff pay could speak to greater commitment to being a member of the necessary staff as opposed to having to move to another department or another school. And identifying individual skills and interests, it's more professional development but could be a team thing as well.