

*UofSC SOMG
Staff Professional
Development Plan*

Handbook



**School of Medicine
Greenville**

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Overview

The Staff Professional Development Program (SPDP) is an opportunity for staff members to engage in planning and achieving professional development goals in a self-paced program. The intent is that the development program represents an endeavor focused on meaningful professional development focused on key indicated areas. The program will be modular with minimal prerequisites wherein individuals may enroll in courses or be assigned by a manager. Participants will be provided with the means to develop a longitudinal plan designed around their unique goals and circumstances.

Policies

Eligibility Policy

Applicants to the Staff Professional Development Program (SPDP) must meet the following eligibility requirements:

- Applicant must be in a full-time (FTE) position or research grant position (RGP) with standard hours of at least 21 hours per week for at least 6 months at UofSC SOMG as of the time of course unless granted exemption by SPDP Administrator(s).
- Priority is given to applicants who have not previously completed individual courses or modules. Staff will not be prevented from attending a specific training course multiple instances but not if that inclusion prevents another staff that has not previously taken the course from attending.
- Participation in courses for individuals is limited by departmental, positional, and functional availability.
- Enrolling in courses/modules is a commitment. An unexcused failure to attend will affect future priority and eligibility.

Participant Policy

The Staff Professional Development Program is, in most cases, not mandated. Staff may participate to the level of their comfort.

On occasion, Management or Human Resources may deem a course vital to the effectiveness of an individual, position, or department. In these instances, the course will be considered to be within additional assigned job duties.

Requirements

Core Curriculum

The core curriculum will be comprised of topics identified as areas of need by the SPDP Administrator(s). The modality and length of courses will vary and will be posted on the calendar schedule. Staff will have full access to date, time, location, instructor, modality, and length of course previous to enrollment. Staff may comment on current topics offered or recommend future topics to be offered by contacting SPDP Administrator(s) or completing annual Staff Development Survey.

Occasionally development opportunities that are central to a participant's development will change or no longer be available. The course may have been canceled, no longer available, or revised in ways that make it less valuable for the applicant's goals. In those cases, staff members may request a course or topic.

Procedure for course request: To request a course or topic that is not part of the Core Curriculum, the SPDP participant may submit a request to the SPDP Administrator(s). The request will be reviewed by the SPDP Committee.

Courses for 2022 may be added, amended or canceled based on participation, availability, and impact of training. The scheduled core curriculum for the 2022 calendar year along with a brief description of content is as follows:

Coaching Skills

This course focuses on developing the critical skills needed to coach employees with respect to meeting expectations.

This is a highly interactive and practical competency-based course designed to equip leaders with the necessary interpersonal, coaching, and counseling skills to address employee performance and behavior in order to improve their motivation and productivity.

Conflict Resolution

Effective conflict management is an essential skill for every leader and aspiring leader. When harnessed productively, conflict can be a force to build both company culture and competitive advantage.

This course will equip staff to understand issues within the workplace and successfully navigate challenging conversations with direct reports, peers, or supervisors where emotions run high and positive outcomes are critical. Participants will master the skills needed to assess, scope, and diagnose issues from all sides, understand different personal styles, and implement a proven problem-solving approach to find workable resolutions that strengthen relationships and results.

Diversity, Equity and Inclusion

The course will review the foundation concepts of diversity, equity, inclusion, implicit bias, and psychological safety and examine each step taken in organizational processes through the lens of inclusivity.

Generational Differences

Examine the history and reality of the generation gap, especially for recruiters and succession planning. Explore whether defining the actual limits of each generation is most important, or whether the merits of people within the context of employment is the bigger issue.

Leadership skills

This course will allow staff to gain a true understanding of people and issues shaping their environment. More importantly, participants see how they can impact the aforementioned issues. More informed, connected, and empowered leaders give companies more influence and ability to impact the greater good.

Accountability

Organizations who promote accountability are more successful and more productive. In this course, staff will learn about what accountability is, how to promote it in your organization, and how to become more accountable to yourself and others.

Leading Virtually

Managing in this environment is tricky. It can be hard to understand what's really going on, given less access to nonverbal cues and body language. It can be harder to build rapport and trust over long distances.

Employees working remotely also have many new challenges to adapt to. It's harder to understand goals as tasks evolve with the additional separation from their leader. Working for hours or days with fewer human interactions is isolating, damaging morale and reducing connection to colleagues. And there's a host of new technologies and techniques to master in order to communicate and collaborate well.

This course helps managers with remote staff learn a skillset to stay connected and increase the effectiveness and productivity of their people. Managers will learn how to connect with their people through time lags and technology interfaces

Position or job specific training

Training specified by department as needed throughout calendar year.

Presentation skills

Effective communication is critical in any role. Whether you are persuading colleagues, or energizing a team, the power of your presentation makes the difference between success and failure. This course teaches how to properly refine your presentation for maximum influence, credibility, and impact.

Learn to communicate with clarity and certainty, interact with a natural and composed demeanor, and convey complex material directly and simply. Discover ways to project confidence and enthusiasm while building credibility. Explore techniques to overcome adverse situations and invigorate people to embrace change and take action.

Project Management

USC's Fundamentals of Project Management course will enable you to identify scope, risks and resources efficiently – empowering you with a highly sought after skill set most companies are seeking.

Software and interface

Excel, Word, Outlook, Powerpoint, Sharepoint, PeopleSoft, email management, SmartSheet, Mac training, Basic computer skills courses to be scheduled throughout 2022 calendar year.

Team Dynamics

This course will review the stages of team development and explore the feelings, behaviors, and needs of team members at each stage. Participants will also learn their tendencies in team environments and how to more effectively work with other styles to improve performance.

Time Management

Contrary to popular belief, there is no shortcut to managing yourself more effectively. The key is to invest your time in the most productive way, not only for the sake of your organization but also for your own peace of mind.

Staff will discover where their time is actually spent. With a clear picture of where time gets lost, participants start to see where improvement can be made. Staff will review specific tools and approaches to help stay on target, increase productivity, and get better results in work and in life.

Application

Staff must submit a request to be enrolled in a course via the Staff Professional Development Program Calendar by the due date posted for consideration. New courses will be posted on Calendar as the course becomes available. The request must include the following information:

Applicant Information

Please include your name, current job title, supervisor, length of time working in the medical school, and any previous positions or job titles within the medical school.

Professional Development Goals

Please describe your goals or objectives of participation in the course. How do you intend to be different as a result of completion of the course? How or why are these goals valuable or important to you?

Documentation

Initial Goal & Activity Progress Log (GAPL)

The Staff Professional Development Program request participants complete the Goal & Activity Progress Log (GAPL) after completing a course. The GAPL will include application information and course assessments.

Keep in mind that the SPDP is about growth and development. The Log is to provide accurate feedback. The Log will be used to assess the level of success of the program and to identify opportunities for improvement.