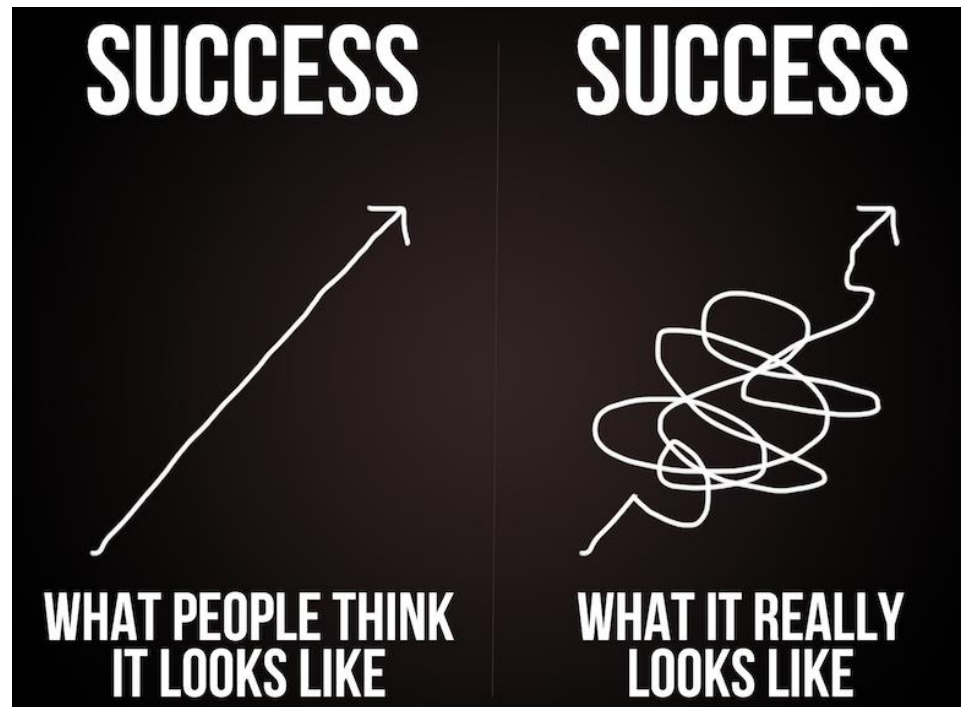# Welcome to your…

Community of Practice (COP)

Session #7: Growing Your Team

Date: April 20, 2016

Warm Up

Alternatives to the "ladder"?

A new metaphor…

Objectives

- Revisit time management
- Review CU competencies
- Break down career development
- Discuss resources
- Explore best practices

4 Biggest Time Wasters

1. Commuting
2. Meetings
3. Emails
4. Technology

Commuting

- Video conferencing – use technology to your advantage
- Shift work schedule
- Virtual meetings – use technology when appropriate; determine if face to face is necessary, if not use technology
- Use public transportation to allow time for planning your day, checking emails, etc.

Meetings

- Set agenda – lead to action items; shorter meetings
- Strong leader
- Start on time, end on time; Have an agenda and follow it; determine who is necessary
- Ensure appropriate people and amount of time

Emails

- More short talk, less email
- Be mindful to check/follow-up in a timely manner; at least 2-3 times a day
- Bullet point emails; be specific in needs; be more patient with sender; sorting/organizing tools to manage emails; be respectful (i.e. replying to all)
- Picking up phone; face to face; IMing
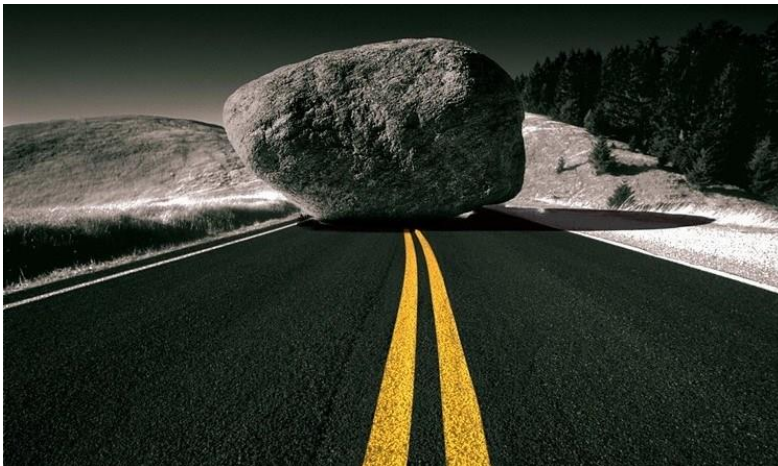
Technology

- More/better resources to support: communication, structured release schedules, clarity between technology and user language
- Technology breaking – ensure development and testing is fully completed at the expense of a timeline; quality vs. quantity
- Ignore social media
- Restrict access to social media

Growing Yourself & Your Team

Existing obstacles?

- What are some of the obstacles to growing your team professionally?
- What are some of the obstacles to growing yourself professionally?
- What would a perfect world look like?

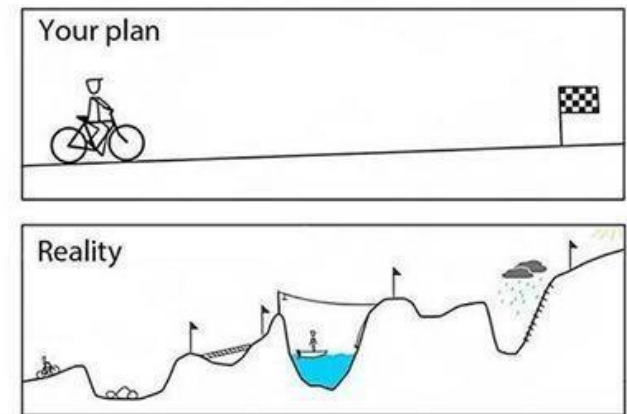# Competencies

CU Core Competencies

1. Accountability
2. Collaboration
3. Communication
4. Diversity and Inclusion
5. Ethics and Integrity
6. Relationship Building

Career Development

Career Planning

Career Management

Professional Development Resources

- Training
  - Classroom or instructor-led
  - Hands-on
  - Self study
    - Computer-based
    - E-Learning
- Outside resources
  - Seminars
  - Webinars
  - Conferences
  - Skill-based networking

Professional Development Resources

- What other resources do you recommend your employees use?
- What resources have you used in the past that have been valuable?

Growing Yourself

- Career-Development-Action-Plan.pdf

Growing Your Team

- What is something a boss you've had has done to help you grow your career?
  - Was it effective?
  - Why or why not?
  - What would you have done differently?
- Do you know what your employees are passionate about? Where they'd like to take their careers?
- What are some of your goals for growing your team?
  - What are some solutions to the obstacles you identified earlier?

See You Next Time!