



Stanford
MEDICINE

STAP supported Development Opportunities

School of Medicine

February 15, 2019

Development Opportunities in STARS:

Communication Courses



STARS Course Calendar

Name	Delivery Method	Dates	STAP	Audience
Communication Courses:				
<u>Emotional Intelligence: Improving Relationships, Influence & Conflict</u>	Classroom	April 18 May 13	150	Aspiring Leaders
<u>Exercising Influence</u>	Classroom	April 30 July 11	150	Aspiring Leaders
<u>Foundations of Feedback</u>	Classroom	May 15	150	All
<u>Understanding Communication Styles</u>	Classroom	February 14 May 21 June 20	100	All

Development Opportunities in STARS:

Quarterly Development & Process Improvement Courses



STARS Course Calendar

Name	Delivery Method	Dates	STAP	Audience
<u>Managing Within the Law</u>	Classroom	February 21 April 25	150	Managers
<u>Project Management Basics</u>	Classroom	March 12 June 4 August 20	150	All
<u>Successfully Working Across Generations</u>	Classroom	February 13 April 16 June 18	100	All
<u>Process Improvement Basics: The Lego Workshop</u>	Classroom	March 5 May 14	100	All
<u>Process Improvement Series: An Applied Workshop</u>	Classroom & Online	March 27-May1	300	Workgroups*

*Please note, a workgroup consists of 3-5 colleagues and this activity could also be attributed to Healthy Work Environment Incentives.

Development Opportunities Online



Name	Delivery Method	Duration	STAP	Audience
<u>Business Etiquette: Phone, Email, and Text</u>	Online	Self-Paced	Free	All
<u>Project Management Foundations</u>	Online	Self-Paced	Free	All
<u>Certification Prep: Project Management Professional (PMP)</u>	Online	Self-Paced	Free	All
<u>Efficient Time Management</u>	Online	Self-Paced	Free	All
<u>Leading with Emotional Intelligence</u>	Online	Self-Paced	Free	All
<u>LinkedIn Learning</u>	Online	Varies	Free	All
<u>University IT Training</u>	Classroom and Online	Varies	Varies	Varies

*For information on the change from Lynda to LinkedIn Learning please visit this [website](#).

*To launch LinkedIn Learning through Stanford please click [here](#).

Stanford Continuing Studies:

Professional Development, On-campus



Stanford Continuing Studies

Stanford Continuing Studies Professional and Personal Development

Name	Delivery	Duration	STAP	Audience
<u>COM 19: Building Interpersonal Skills: An Experimental Workshop</u>	On-campus	5 days	620	All
<u>COM 02: Public Speaking: Romancing the Room</u>	On-campus	10 weeks	515	All
<u>BUS 177: Leadership for Collaborative Success</u>	On-campus	8 weeks	665	All
<u>BUS 159: How to Find Success: Uncover Your Purpose & Direct Your Life</u>	On-campus	10 weeks	625	All
<u>BUS 29: Project Management for Continuous Innovation</u>	On-campus	8 weeks	530	All

****Spring Registration Opens February 25th***

Stanford Continuing Studies

Professional Development, Online



Name	Delivery	Duration	STAP	Audience
<u>BUS 112: Business Presence and Persuasion: Communicating for Effectiveness</u>	Online	7 weeks	550	All
<u>BUS 10: An Introduction to Project Management: The Basics for Success</u>	Online	10 weeks	710	All
<u>BUS 179: The Exceptional Leader: A Framework for Successful, Fulfilling, and Impactful Leadership</u>	Online	8 weeks	605	All
<u>COM 32 W: Business Writing in English: The Foundations</u>	Online	10 weeks	640	All
<u>BUS 150 W: Discovering Your Inner Quant Jock: Financial Modeling and Business Decisions</u>	Online	9 weeks	660	All

****Spring Registration Opens February 25th***

HRG Development Opportunities



Name	Delivery Method	Dates	STAP	Audience
<u>Manager as Coach</u>	Classroom – intact teams and open sessions	March 12 & April 2 June 4 & 25 August 6 & 27	200 for open / varies for intact teams	People Managers
<u>Engagement Workshop</u>	Classroom	March 21 April 23 May 9	Free	Managers & Supervisors
<u>Retention Workshop</u>	Classroom	March 20 March 27 April 17 April 24	Free	Managers & Supervisors
<u>Performance Appraisal Training</u>	In-person	See Back-Up Resources	Free	All
<u>Martial Arts of the Mind</u>	Classroom	April 18 July 18	100	All
Supervisory Academy	Classroom – cohort	12 courses required over 2 years	Free	Supervisors with at least 1 direct report

University Development Opportunities



Name	Delivery Method	Duration	STAP	Audience
<u>Manager Academy</u> (nomination process)	Classroom – cohort	3 weeks	650	People Managers
<u>Leadership Academy</u> (nomination process)	Classroom – cohort	Varies	N/A	Senior Leaders
<u>University IT Training</u>	Classroom and Online	Varies	Varies	Varies

Health Improvement Programs (HIP)



Health Improvement Program (HIP) website

Class	Location	Date & Time	STAP	Instructor	Description	Registration
A Plant Based Approach to Eating for Health and Beyond	Li Ka Shing Center 291 Campus Drive Room 130	Wednesday March 6 12:00 pm – 1:15 pm	\$40	Reshma Shah, MD, MPH, and board-certified pediatric physician with advanced training in plant-based nutrition and cooking	This noon-hour class will offer an overview of the benefits of a plant-based diet, from optimizing health and well-being, to caring for our environment. This class will provide practical tips and strategies to bring plant-based meals to your lunch boxes and dinner table.	Register
WEBINAR: Care and Nutrition for Eyes	At your computer or device	Monday March 11 12:00 pm – 1:15 pm	\$35	Neda Moshasha, OD and owner of HMB Optometry Family Eye Care	This noon-hour webinar will offer an overview of helpful medical and alternative methods for protecting your eyes and preventing age-related eye diseases. This webinar will also cover the physiology of healthy vision and the effects of UV and blue light on our eyes.	Register
Finding Inner Balance with HeartMath™	Li Ka Shing Center 291 Campus Drive Room 205/206	Monday March 11 1:30 pm – 5:00 pm	\$275	Bruce Cryer is the Founder of Renaissance Human, and Senior Advisor and former CEO HeartMath	This interactive science-based program teaches techniques to increase focus and energy, improve sleep, and reduce the symptoms of stress and anxiety. Each participant will receive an innovative app-based biometric device that can help manage the overwhelm of stress in real time.	Register
A Plant Based Approach to Eating for Health and Beyond	Li Ka Shing Center 291 Campus Drive Room 130	Wednesday March 6 12:00 pm – 1:15 pm	\$40	Reshma Shah, MD, MPH, and board-certified pediatric physician with advanced training in plant-based nutrition and cooking	This noon-hour class will offer an overview of the benefits of a plant-based diet, from optimizing health and well-being, to caring for our environment. This class will provide practical tips and strategies to bring plant-based meals to your lunch boxes and dinner table.	Register

BeWell Berry & HIP:

Wellness Summit



Wellness Summit Event Information

Class	Location	Date & Time	STAP	Instructor	Description	Registration
Stanford Wellness Summit IX LeadWELL: Wellness, Engagement, Leadership & Life	Li Ka Shing Center 291 Campus Drive Berg Hall	Thursday March 14 8:00 am – 3:30 pm	LeadWell Members: \$98.00 BeWell STAP: \$98.00 Non-Members: \$145.00	<ul style="list-style-type: none"> Jeffrey Pfeffer, PhD, Author of <i>Dying for a Paycheck</i> Patty de Vries, Associate Director of Faculty & Staff Well-Being, Stanford University Sonja Lyubormirsky, PhD, Author of <i>The How of Happiness</i> Roy Redd, Author of <i>The Unnoticed Advantage and The Success Magnet</i> Vic Strecher, PhD, Author of <i>Life on Purpose</i> David Jones, Chief Human Resources Officer, Stanford Health Care 	This day-long program offers opportunities for learning and networking at our annual wellness summit. This year's theme focuses on best practices in wellness and explores strategies to shape your program and your life.	Register BeWell Registration

Health Improvement Program (HIP)

Contact: [Deborah Balfanz](#) or [Mia Primeau](#)



Back-Up Resources

SoM Development
Opportunities

Manager as Coach Information



In **Manager as Coach** (MAC), you will learn:

- how to develop a coaching mindset and coaching-based leadership style to engage in effective conversations with employees
- why replacing “telling and directing” with “listening and inquiring” can move employees from mere doers to leaders and improve engagement
- techniques and skills acquired in MAC link well to LEAN helping leaders to engage and empower employees closest to the work to generate new ideas and improve processes supporting it

Structured practice work and peer coaching will be assigned in between **Part A** (training) and **Part B** (workshop) to support learning.

Participants need to attend both sessions to receive credit for completing the program.

Session Dates	Time	Location	Cost
March 12 and April 2, 2019	8:30 am – 12:30 pm	0500 Seminar Room	200 STAP
June 4 and 25, 2019	8:30 am – 12:30 pm	LK102	200 STAP
August 6 and 27, 2019	8:30 am – 12:30 pm	0500 Seminar Room	200 STAP

Engagement Workshop Information

GOALS AND
ACCOMPLISHMENTS



KNOWLEDGE AND
INSPIRATION



SATISFACTION AND
IMPROVEMENT



DIRECTION AND ALIGNMENT



DEVELOPMENT AND
MOBILITY



Employee Engagement Workshop **objectives:**

- Understand the critical role you play, as managers, in driving engagement with employees.
- Recognize the relationship between Employee Experience and Employee Engagement and the impact on Retention.
- Increase your awareness of opportunities that promote employee engagement throughout every phase of their career.
- Explore and identify immediate actions to easily engage with your employees.
- Discover how to use the Let's Connect cards to increase engagement with your employees and team.

Retention Workshop Information



In the “Manager’s Retention Toolkit” Workshop, **you will learn:**

- the anatomy of a decision to leave an organization
- how to assess and “know” your team’s retention risks
- the importance of the employee value proposition and how to align retention strategies to support it
- how to have effective “stay” conversations with employees
- how to create a retention plan and actions for your team and actions to *proactively* address your talent priorities
- what resources are available to you at Stanford to help create an effective retention strategy

In this highly interactive, "hands on" workshop, **supervisors and managers will:**

- diagnose and prepare an assessment to identify who might be at risk
- prioritize which employees to address first (highest likely risk of leaving)
- gain practice and confidence with having “stay conversations”
- receive a “Manager’s Checklist for Retention”
- create a retention action plan that may be applied immediately with your team

HRG Performance Appraisal Training



Performance Appraisal Training – For Supervisors

Date	Time	Location
Monday, March 4	2:30 – 3:45 pm	1651 Page Mill Road, Seminar Room 0500
Friday, March 15	1:00 – 2:15 pm	3172 Porter Drive, Room 1512

Performance Appraisal Training – For Staff

Date	Time	Location
Wednesday, March 20	12:00 – 1:15 pm	3172 Porter Drive, Room 1512
Friday, March 22	9:45 – 11:00 am	Li Ka Shing Center, RM: LK101/102
Monday, March 25	2:30 – 3:45 pm	Li Ka Shing Center, RM: LK101

Martial Arts of the Minds: Resilience



Gain clarity of mind and an increased capacity to meet and overcome life's challenges. This training provides both physiological and cognitive techniques to overcome the negative impacts of stress — and to increase our capacity to bounce back from adversity.

Navy Seals use these techniques to calm intense fear before combat. Actors and athletes use them to reduce stress and enhance performance under pressure.

Learn how to stop the stress response before it arises, and to find effective ways to release it once present.

You will learn how to:

- Understand and communicate more sensitively with people without denying or sacrificing your own feelings
- Manage challenging work situations with greater calm and clarity of mind
- Release stress with clinically-proven relaxation, breathing, and meditation techniques that can be done in just a few moments
- Achieve significant relief from chronic pain, insomnia, and high blood pressure
- Increase focus amidst 24/7 hyper-connectivity and distractions

STAP Information



STAP Coverage and Eligibility

- Who is Eligible?
 - Non-academic, Academic and Bargaining Unit Staff
- What is Covered?
 - Tuition and registration fees
 - Required course textbooks, CDs or tapes
 - Stanford Health Improvement Program
 - Stanford Continuing Studies and Technology Training courses
 - Registration fees from seminars, courses, webinars and professional conferences.
- Maximum Yearly Benefit
 - Funds are available on a fiscal year basis which runs from **September 1 through August 31.**
 - \$800 for regular staff
 - \$700 for employees covered by the SEIU Collective Bargaining Agreement
- Application/Reimbursement for STAP
 - Log into Axxess to check available STAP funds
 - Register and pay for course, seminar or training program
 - Complete STAP request for reimbursement from (STAP website)

Contact List – Development Programs



Development Programs – General Questions

Contact: [Sarah Larson](#)

Supervisory Academy, Manager as Coach & Martial Arts of the Mind

Contact: [Cara Morgan](#)

Employee Engagement & Retention Workshops

Contact: [Karen Vesey](#)

Manager Academy & Stanford Leadership Academy

Contact: learningdev@stanford.edu

STAP Questions

Contact: [UHR Service Team](#)