

Supervisors' Training

Fall, 2005

O.K., SO WHY ARE WE HERE?

- Clarify institutional goals
- Clarify expectations of supervisors
- Build a philosophical framework for supervising others
- Enhance team building
- Align our activities

PRESIDENT'S GOALS

Institutional Advancement

- Expand the tax base
- Expand ACC Foundation activities
- Enhance legislative and community outreach
- Expand partnerships
- Promote regional role of ACC
- Promote understanding of unique role of ACC
- Promote ACC's primary role in meeting Closing the Gaps challenges
- Refine Master Plan and use as guide to resource allocation

Increase Enrollment

- Closing the Gaps focus in all outreach efforts
- ISD partnerships emphasis
- "Access Programs" emphasis
- Traditionally under-served populations emphasis

Enhance Student Success

- Promote effective teaching/learning environment
- Improve retention
- Increase certificate and degree completions

Support and Encourage Faculty and Staff

- Enhance decision-making at unit level (within guidelines for consistency across the district)
- Ensure effective, efficient systems for our daily work
- Increase diversity
- Enhance focus on students and student success

Internal Culture

- Promote stability and consistency throughout district
- Create more proactive, less reactive culture
- Encourage respectful treatment of everyone
- Greater focus on students, less focus on ourselves
- Have a little fun

HOW AM I APPROACHING THESE GOALS?

Management Focus

- Reorganization
- Management Activities
 - Annual Work Calendar for PLT areas
 - Annual Work Plan for BOT
 - Annual Work Plan Goals/Effectiveness Measures for PLT
- Data-driven decision-making
- Enhance access to information
 - Web redesign
 - President's Updates, Yak 'n Sacks, etc.
 - Employee Organizations

Leadership Focus

- Emphasis on VALUES underlying policies, administrative rules, and procedures
- Emphasis on training, skills development for leaders
 - Supervisors
 - Employee Organizations
- Employee orientation redesign
- External partnering throughout Service Areas
- Shared Governance support
- Servant Leadership training program

HOW AM I APPROACHING THESE GOALS?

- Plugging away, every day
- Introspection
- Enjoying the ride

IT'S BIGGER THAN EACH OF US...

I CAN'T DO THIS BY MYSELF & NEITHER CAN YOU.

- Let's develop the organization and lead together by influencing and empowering others.
- Servant Leadership is a great fit for a teaching/learning environment

ER...DIDN'T WE ALREADY DO SERVANT LEADERSHIP?

- Nope...not really
- Servant Leadership will be on-going training
 - Workshop on Servant Leadership concepts
 - Followed-by skills development sessions

EXPECTATIONS OF SUPERVISORS

- Detailed handout describes expectations in core areas of responsibility
- I am serious about it, and it will be intertwined in how we evaluate ourselves
- I'm addressing areas where I need to grow

In a Nutshell

- Have a good attitude
- Be competent and demonstrate it
- Be honest, open-minded, and ethical
- Be forward-thinking
- Help influence and empower others
- If you don't respect students, faculty or staff then go away please...

Summary

- Excellent communication skills
 - Listening, Verbal, Written
 - Rationale-explained & values based
 - Multiple modes of communicating with those you serve
 - Timely and Responsive
 - Respectful treatment of everyone
- Excellent organizational skills
 - The Right Priorities
 - Effective Planning Skills
 - Effective Time Management
 - Effective resource organization skills
- Good technology skills
 - Mastery of basic word processing skills
 - Mastery of basic e-mail skills
 - Mastery of basic information management skills

WHAT DO WE REALLY WANT AS LEADERS?

- Power & authority or to lead by influence & persuasion?
- Rigidity or Flexibility?
- Operational Chaos or Order, Efficiency, and Effectiveness?

WHAT DO WE REALLY WANT AS LEADERS?

- Use information as power or for data-driven decision making?
- Keep the status quo or be future-driven?
- Conformity or creativity and empowerment of others?