

HUMAN RESOURCES  
UNIVERSITY *of* WASHINGTON

# BEST PRACTICES & KEY IDEAS

---

TRI-CAMPUS INSTITUTE  
NETWORKING EXERCISE  
OCTOBER 2017

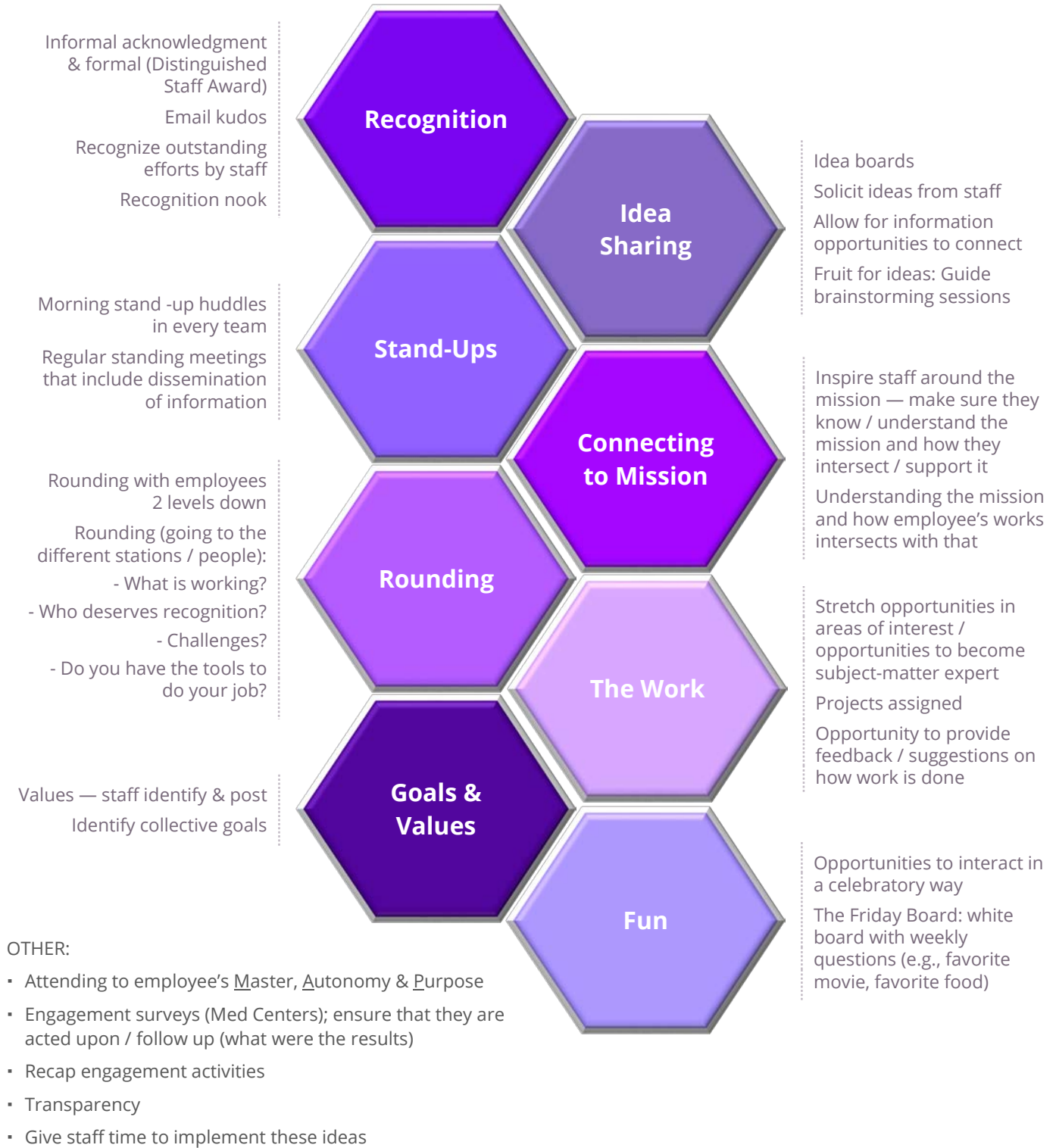


# CONTENTS

CREATIVE WAYS FOR KEEPING STAFF ENGAGED .....	1
CULTIVATING A CULTURE OF CARE.....	2
PROMOTING STAFF PROFESSIONAL & CAREER DEVELOPMENT .....	3
ENCOURAGING MANAGERS TO CULTIVATE TALENT .....	4
SUCCESSFUL ONBOARDING TECHNIQUES.....	5
FOSTERING AN ENVIRONMENT OF INCLUSION .....	6
CREATING MENTORING OPPORTUNITIES.....	7



# CREATIVE WAYS FOR KEEPING STAFF ENGAGED



# CULTIVATING A CULTURE OF CARE



OTHER:

- Respect
- Autonomy
- Opportunity for professional development
- Send out articles to leadership team that relate to things affecting employees (e.g., grief)
- Build in time for all of the above structure
- Form to fill out for problems people are having with Workday so issues can be addressed

# PROMOTING STAFF PROFESSIONAL & CAREER DEVELOPMENT



- Job shadow
- Mentorship program
- Departmental mentors
- Share "paths to my current profession" stories
- Mentoring to help staff learn what they need to advance
- Brown bags with "experts"

- Release time to attend training
- Encourage committee involvement (department & UW)
- Performance review



- Carelink (new vendor) — guide sheets
- POD consultants
- POD training — SLP for new managers
- Cultural competency initiative & training
- Subsidized programs through Continuum College
- Online courses
- Tuition Exemption

- Outside conferences / training
- National, regional & area conferences
- Online courses
- Specialty certifications

# ENCOURAGING MANAGERS TO CULTIVATE TALENT



Give opportunities to try new things  
Cross training  
Special projects  
Provide room for growth within the role—new skills, professional challenge, and salary  
Plan and lead meetings, committees, projects  
Question willingness to let people stagnate in the same role for decades—shifts innovation

Pair employees with mentors & buddies  
Have a dedicated mentor to plan out experiences that lead to growth



Raise topic to employee  
Couch talks—check-ins (inquire about career plans / aspirations)  
Ask employees what management could do to help them develop  
Bring supervisors together to keep them engaged in supervising (how to supervise the UW way)

Encourage furthering education, use of tuition exemption, release time, flexible schedules, use of vacation time (helps to retain talent at the UW)  
Rising stars program (manager identifies high potential employee) > invest in training  
Encourage skill development > encourage employees to attend—POD, Lynda.com, free-on-campus—to match their job or career interest level  
As a manager, cultivate a mindset to encourage employees to stretch & develop skills / competencies. Be open & explicit. Make it safe!

CHALLENGES:

- Job class limits for classified staff progression
- Union positions prohibit promotional paths

# SUCCESSFUL ONBOARDING TECHNIQUES



# FOSTERING AN ENVIRONMENT OF INCLUSION



OTHER:

- As leader, treat equitably
- Ask what kind of events they want
- Make the timing of events inclusive (e.g., not happy hour if folks have kids)



# CREATING MENTORING OPPORTUNITIES

