

Sacred Heart University Employee Learning and Development Center

April 15, 2005

TABLE OF CONTENTS

- I. Current SHU Employee Learning and Development Initiatives
- II. Philosophy
- III. SHU Strategic Goals and Objectives And FY '05 HR Learning and Development Action Plans
- IV. The SHU Employee Promise: Employee Learning and Development
- V. Elements of Strategic Framework



I. Current SHU Learning and Development Initiatives:

- Regular Sexual Harassment Programs offered bi-annually and customized for various departments.
- Interviewing Skills Programs.
- New Service Excellence initiative as result of “Branding Project” outcomes.
- Two-day Management Development Program for middle to upper middle managers.
- Newly revised orientation program.
- President’s Retreat for Emerging Leaders ... one program has been completed.
- President’s Retreat for Experienced Leaders... one program has been scheduled.
- Completed SHU employee facilitator training for “SHU Work-Out Process”.


Above programs have received positive feedback but there are still significant opportunities for employee growth and development. 3



II. Philosophy

Our basic belief is that people are our most important assets and that open relationships based on mutual trust and respect are fundamental to our success.

The SHU Employee Learning and Development Center concept was established in order to provide focused support to achievement of goals and objectives articulated in the SHU Strategic Plan and to provide a framework and opportunities for employee professional growth and development.




III. SHU Strategic Goals and Objectives And FY 05 HR Learning and Development Action Plans

SHU Goal #1: Transform the entire University into a vibrant community of active, engaged learners.

SHU Objective #9: Create and support an environment characterized by collaboration, teambuilding, learning and problem-solving across divisional levels.

SHU HR Action Plan: Design and implement a senior level team-building program.



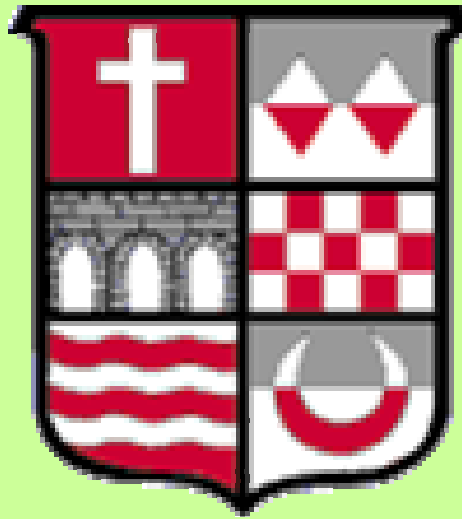
SHU Goal #5: Continue to develop more effective and efficient means to lead and manage a growing and increasingly complex university.

SHU Objective #4: Formulate a development plan to assist University managers in strengthening management and leadership skills.

SHU HR Action Plans: Continue to develop and implement high impact learning and development programs. This initiative is a major priority area of focus and will encompass a multi-year strategy. Includes the following components:

- Orientation program.
- Scope out, research and develop leadership programs for emerging leaders and experienced leaders, and a career development strategy and framework.
- Continue revitalized University Service Excellence training with outcomes of the “Branding Project”.
- Continue implementation of “Interviewing Skills” program for key employees.

IV. The SHU Promise: Employee Learning and Development



IMMERSION

INTEGRITY

INNOVATION

V. Elements of Strategic Framework

A. IMMERSION

Skills, Cognitive Development, Workshops, Books

- Strengthened Orientation Program
- Performance Goals and Objectives Workshop
- Interviewing Skills Workshops
- Two-day Management Development Program I
- One-Day Management Development Program II
- SHU Supervisory Practices and Procedures Program
- Divisional Overviews
- Participation in “Working Groups” for Development
- Mentoring Program
- Individual Development Planning
- Workout Process Training
- Outside Learning and Development Opportunities
- Computer Training
- On-The-Job Development
- On-Line Learning



B. INTEGRITY

Individual Commitment, Mission, Emotional, Motivational, Values, Ethics, Culture, Experiential, Spirituality, Vision

- Forums on Integration of Mission
- Emerging Leaders - Includes President's Retreat
- Experienced Leaders - Includes President's Retreat
- Change Acceleration Process (CAP) Training
- Develop and Promote SHU People Principles and Human Resources Philosophy
- Facilitate and Promote Opportunities for Interdivisional Teamwork and Motivational Workshops
- A Guideline of Two Days of Internal Learning and Development Per Year is Suggested for Each Employee

C. INNOVATION

Creativity, Community Building, Mentoring,
Teamwork, Support

- New Leader Assimilation Program
- Service Excellence Training
- Succession Planning for Key Positions and Selected Individual Development Planning
- Team Building

