

My Career, My Legacy, My Dal!
Strategically Planning your Career and Legacy

Dalhousie Professional & Managerial Group
Professional Development Committee
2014-2015 Report

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Executive Summary

The 2014 Professional Development Committee began the year with 7 members. Three were completing their second year.

The committee was split into two teams: Two members planned to focus their work on non-conference PD and 5 would work on the conference. However, one of the non-conference pd team members withdrew part-way through the year. To adapt, the committee agreed to plan a pre-conference pd opportunity related to the topic rather than reduce the size of the of the conference team.

The committee is also grateful for the contributions of Teresa Myra, who agreed to mentor and assist in the sponsorship area, since there was no overlap with her successor. Similarly, Kate Somers joined the team late to get a sense of what the work was like before volunteering and Katie Haigh assisted as past Chair.

2014/2015 PD Committee Members

Amy Braye
International Centre
Committee Chair

Michael Conrad
Dentistry
Communications

Sharon Ganong
Financial Services
Sponsorship and Budget

Teresa Inacio
International Centre
Logistics

Jill Malolepszy
Advising and Access Services
Catering

Alyson Murray
Recruitment and Admissions
Pre-conference PD

Pre-conference PD

At the request of the membership the committee planned a session that was outside of the conference, but related to the theme.

Topic: Five Steps to Optimal Health while Achieving a Work-Life Balance presented by Dr. Jason Plotsky.

Attendance: 30 people

Any recommendations: The session was very well-received by those in attendance. While mostly a presentation format, Dr. Plotsky also involved participants in easy-to-understand hands-on activities that they could use in the workplace. In follow-up conversations with the presenter, he indicated that he has had numerous follow-up conversations with participants. Additionally, the Daplex offered all participants a free pedometer (uptake on this offer was over 100% as attendees referred their colleagues). Recommend that we consider inviting Dr. Plotsky to present at future sessions.

The 2015 DPMG Conference

This year's theme was "My Career, My Legacy, My Dal: Strategically Planning your Career and Legacy," which we hoped would appeal to members in all phases of their career as they work to contribute to the success of our province.

Conference Budget

Thanks to the continued hard work of the sponsorship team, our sponsorship contributions remained consistent with the previous year. While the conference had an overall deficit of just under \$1,418, the conference came in under budget approved by the executive, which had a planned deficit of \$2,025.

Financial Statement				
DPMG Conference 2015				
		2014	2015	2015
		Actual	Budget	Actual
Sponsorship revenue				
	Lord Nelson	3,500.00	3,500.00	3,500.00
	Johnson Home & Auto	2,500.00	2,500.00	2,500.00
	Drobot Automotive	500.00	500.00	500.00
	Benoit Electric		500.00	500.00
	Morneau Shepell		500.00	500.00
	Jeff Winship Wealth Management	250.00	250.00	250.00
	Domus Realty		250.00	250.00
	SSQ Financial	500.00		
	Healthy Link	500.00		
	Lawn Rangers	250.00		
	Total sponsorship revenue	8,000.00	8,000.00	8,000.00
Expenses				
Catering				
	Welcome Coffee (Compass)	293.00	425.00	348.50
	Morning Break (Aramark)	636.00	650.00	786.50
	Luncheon (Compass) - see note 1	2,445.80	3,825.00	3,400.40
	HST (Calculated at 4.95%)	167.05	242.55	224.50
	Total catering	3,541.85	5,142.55	4,759.90
Space and equipment rentals				
	McInnes room	250.00	250.00	250.00
	SUB staff	52.00	52.00	52.00
	Data projector	100.00	100.00	100.00
	Bar services	645.34	700.00	701.48
	HST (Calculated at 4.95%)	48.74	54.55	54.62
	Total space and equipment rentals	1,096.08	1,156.55	1,158.10
Programming / other				
	Keynote (C Woodman to Dal Student Bursaries)	2,500.00	1,500.00	1,500.00
	Moderator (D Graham)		750.00	750.00
	Session speakers (C Marshall, ACC)	250.00	500.00	500.00
	Name tags / tickets	50.46	50.00	251.94
	Speaker gifts - new estimate	504.00	750.00	497.73
	HST (Calculated at 4.95%)	39.82	175.73	
	Total programming / other	3,344.28	3,725.73	3,499.67
	Total expenses	7,982.21	10,024.82	9,417.67
	Net profit (loss)	17.79	-2,024.82	-1,417.67

Registration

The 2015 DPMG Conference had the highest ever attendance with 265 registrants registered 5 days before the conference, an increase of 47 members. Registration was conducted on the EOD system, which was more accessible for both the planning committee and registrants than systems used in previous years. We did not make use of the waitlist feature of the EOD system because we did not know of this feature.

Recommendation: Continue the use of the EOD system for registration, adding the waitlist functionality.

DPMG Awards

As a result of this necessary schedule change, the DPMG awards were moved to the morning. While survey respondents generally enjoyed the awards, many requested that these be held over lunch next year. This also came up in the 2014 survey and is worth considering next year.

Recommendation: Try holding the DPMG awards over the lunch period.

Feedback

Our follow up survey had 149 respondents throughout the seven day window that it was open.

- 94% said it was a valuable use of their time.
- 96% said they would recommend this conference to their colleagues who were not in attendance.

General

DPMG members clearly enjoy the conference and are grateful to the DPMG for their efforts. They really appreciate the opportunity to network and develop relationships with other DPMG members. They also value the chance to develop perspective and a sense of being part of the larger institution and community. Many survey respondents wished their supervisors were in attendance – noting that although they felt inspired without the presence of their managers and directors they may not be able to use what they had learned. This was echoed by other who wished that supervisors had encouraged staff to attend.

Recommendation: Executive and HR might consider encouraging supervisors to show their support for professional development by attending the conference and encouraging their direct reports to attend.

Senior Leaders' Panel

The Senior Leaders' Panel had a representative from 4 areas that we considered pertinent to the topic: Dalhousie's work with the Public Sector, Private Sector, Students and Public Relations. The Panel was moderated by an external person for the first time, which was a great success and received positive reviews from the membership.

Recommendation: Continue to seek a moderator who is knowledgeable about the theme of the conference.

Keynote

The committee looked for a Keynote who had a varied and inspiring career with experience in the public, private and social sectors. The Keynote was moved to the afternoon at the last minute, which was acceptable, but not recommended in the future. While the members enjoyed the keynote, many commented about lower energy levels in the afternoon which may be related to the slightly lower turn out for the afternoon event.

Recommendation: Prioritize scheduling the Keynote for the morning time period.

PD Sessions

We planned 6 pd sessions, with a 7th and 8th networking alternative available in the first and second block. These sessions were all full to capacity. With increasing attendance, the committee asked registrants if future conferences should have session venues with larger rooms or if they would prefer more options. The majority favoured more session options. In addition, several respondents wished they had longer pd sessions. Moving the awards to the lunch period might also make time for slightly longer pd sessions.

Recommendation: Add 1-2 additional sessions, for a total of 9-10. Consider varying the length of sessions if warranted.

This year we also chose to add Networking Sessions at the request of the membership, who emphasized their appreciation for the networking aspect of the conference. These sessions were well received and could be considered for inclusion again this year.

Conference Program

June 10, 2015

8:30	8:55	DPMG Annual General Meeting (Rowe Potter Auditorium, Room 1028)			
8:55	9:00	Opening Address DPMG Executive (Rowe Potter Auditorium, Room 1028)			
9:00	10:00	Senior Leaders Panel Moderator: Danny Graham Panelists: Stephen Hartlen - (Executive Director of Industry Liaison and Innovation and Assistant Vice-President of Industry Relations) Matt Hebb (Assistant Vice-President, Government Relations) Anne Forrestall (Acting Vice-Provost, Student Affairs) Catherine Bagnell Styles – (Assistant VP Communications and Marketing) (Rowe Potter Auditorium, Room 1028)			
10:00	10:25	Break (Rowe Atrium) <i>Please be mindful of noise as there are classes in session</i>			
10:30	11:30	Keynote Address: Catherine Woodman (Rowe Potter Auditorium, Room 1028)			
11:35	12:35	Lunch & Prize Draw <i>*You must be in attendance to win*</i> (Student Union Building, MacInnes Room)			
12:45	1:45	Something more: Incorporating charitable work into your career Carolyn Marshall	Belong: The role of Dalhousie’s managers and profesionals Quenta Adams	Own your career: Creating and managing your career Florence Tarrant	Networking Development
1: 55	2:55	Competencies of the Boundary Spanner Jenny Baechler	Seeking mindfulness Atlantic Contemplative Centre Faculty	The mentor/mentee dynamic Verity Turpin	Networking Development
3:00	3:45	DPMG Award Presentations (Rowe Potter Auditorium, Room 1028)			
3:45	4:00	Prize Draw and Closing Remarks <i>*You must be in attendance to win*</i> (Rowe Potter Auditorium, Room 1028)			
4:00	5:00	Reception (Rowe Atrium)			

Comments and suggestions from the members

Do you have any themes or topics you would suggest for next year?

- Appreciative Inquiry, Leadership, Negotiation (with senior mgmt, external contacts) - increased effectiveness,
- Managing yourself and leading other, decreased # of staff, but increased expected outcomes, Lisa Tilley (EOD has information) delivers fabulous sessions
- Giving back-- how we as a group have the opportunity to share (and the power and responsibility that comes with this).
- You have been doing a great job, Leave it to you.
- Dalhousie's areas of excellence (e.g. oceans) and how they position the university in the public and private sectors - also the ways that the university's plans affect DPMG employees as key drivers of the university's business
- Collaboration, Social Media in the workplace, project management tips & tops, leadership, managing mental health in workplace.
- "Who is a good manager" "Recognizing and leveraging your personal skills"
- Mentor/mentee relationships; cross functional teams; appreciative inquiry; leadership leveraging
- Breaking down walls (bringing departments together)
- The "I" in Dalhousie: How you fit in the big team, and how little things can make a real difference.
- Discussion around further education formally or informally.
- Managing stress or workload, change management
- The appropriateness of social networking in the professional environment
- The changing role of universities and the evolving competencies required of staff. Becoming a truly student centered institution. More on "boundary spanning, collaboration"
- Time management Stress management Work-Life balance
- More on career planning - how to take courses at Dal maybe? Step by step and a review on how it works -credits, the types of courses you may be interested in etc
- Making do with scarce resources: the Dal Story
- More detailed & deeper sessions on career development.
- The boundary spanners workshop could really be of tremendous value since I think we all have to be boundary spanners to some extent if we are going to work successfully on a university campus.
- Not much coming to mind just now. Perhaps in days ahead.
- Occupational Health and Safety. Safety in the workplace.
- Panels are great. Might also be nice to witness a debate addressing one of the key issues facing Dal or the community.
- Something around self-directed learning - being responsible for your own learning - how we learn – learning plans - strengths assessment, coaching, etc

- Leadership - self leadership - how to manage - how to inspire others, what it means to lead, etc
- More on change management skills, Information governance and how this will affect our admin future
- Anything related to management and leadership, not so much the personal balance/health aspects. The Applied
- Leadership program offered through EOD and provided by Bluteau Devenney was excellent - I highly recommend this firm for future DPMG programming.
- How to move /change positions within Dalhousie.
- If there is anyone person you need to contact it is VERITY TURPIN
- Effective use of technology at Dalhousie.
- I liked Catherine Woodman's discussion of integration vs balance. Maybe something on that. Tools to integrate life and work or work "as" life. Many women in particular feel guilty about pursuing their careers made to feel that that comes at the expense of family. Maybe just focusing on the integration more would help. Does this mean flexible work hours, does this mean tele-work. What is effective and what is not?
- Striving for excellence in delivery of our service - to students, to professors, to the community etc.
- Integrated Community - lots of discussion around community this year and how we integrate into our surrounding community, would be great to further develop this topic.
- I always enjoy Myers-Briggs sessions.

Can you suggest a keynote speaker you have enjoyed in the past that we might pursue for next year?

- Scott Comber, Karen Casey
- Temple Grandin!
- Karen Oldfield was excellent.
- No specific suggestions; however, ideas may be found by looking at Atlantic Canada's top CEO's and Progress Women of Excellence Awards.
- Karen from the Port Authority was great. Verity Turpin would also make a brilliant keynote speaker
- Stewart Maclean
- Joe Grondin (<http://joegrondin.com/>)
- Being new to campus, I have no idea whether this would be a repeat speaker but Starr Dobson, President and CEO, Mental Health Foundation of Nova Scotia spoke at a professional development event for my last place of employment. It was powerful, engaging, and relevant.
- Elon Musk
- Brian Braganza, Asa Kachan, Someone younger than 30
- Francis Fares
- I've just finished a 4-day workshop with Lisa Tilley from Bluteau DeVenney. She is fabulous. Not sure if she would be the right key-note speaker, but she could certainly

offer a great 90-minute workshop on leadership. And I would HAPPILY sign up for a longer workshop or keynote presentation by Jenny Baechler. If we wanted to do something with a diversity focus, I would highly recommend Lisa Coleman (the Chief Diversity Officer from

- Harvard), or Denise O'Neil Green (AVP of Diversity and Inclusion at Ryerson)
- Michael Kerr, Pete Lockett, Tim Brennan
- Sorry can't but really enjoyed Karen Oldfield from last year.
- Danny Graham
- Someone who is more about embracing your passion, living your dreams, overcoming obstacles; something like that.
- Mayor Savage, Megan Leslie
- The CEO of Port Authority was awesome so was the CDHA CEO and of course Ruth Goldblum

Do you have any other suggestions for the 2016 DPMG Conference Organizers?

- Although the conference takes a great deal of work, it would be ideal if there was two offerings each year... or even lunch time, evening, professional development. The group of DPMG members is a very diverse group with varying CPD needs. Survey should not be done via survey monkey... not accessible by some individuals that are not physically located on dal campus. Dal offers survey tools.
- No-- great job.
- Great job.
- Thank you for all your hard work, effort and energy!
- Congratulations to the 2015 DPMG conference organizers - it was a well executed event - Great Job to all involved.
- Please have an afternoon coffee break. With such an early lunch, everyone was falling asleep by 3:00.
- Another idea for a speaker -- François Héon, expert on changing demographics, diversity and Leadership Development Consulting. He was the keynote speaker at the PD Summit 2015 and was very engaging. His topic is, "The Yin and Yang of Leadership for Individuals and Groups" and his bio can be found at: <http://www.pdsummit.ca/franccedilois-heacuteon---opening-keynote.html>
- Please add the times to the schedule on the badge
- Less rain next year ;)
- At the end of the conference it would be awesome to see the plastic name tag holders being turned in for re-use next year rather than having them just thrown away...
- I did prefer the awards ceremony being held earlier in the day.
- The food was better this year than in past years in my opinion, keep up the great job!
- I would prefer there be 3 or 4 sets of sessions to attend during the day (ie: more Professional Development), and get rid of the Sr. Leaders Panel and AGM and maybe shorten the DPMG awards (don't allow recipients to give thank you speeches)

- There was a bit of a bottle neck for coffee at the break. There was less networking as we were all standing in line. Perhaps having a second table located remotely from the first one (such as on the other side of the lobby) would help with the logistics?
- Catering -- lunch was great. Morning snack and reception tables should be placed away from the wall to allow for people to be on BOTH sides of the table. There is really no need to have such a long wait, long lines for so few people. Have one of the break-out sessions accommodate a larger audience and perhaps relate more to the keynote.
- I enjoyed having the DPMG awards in the morning as more people were able to attend compared to previous years. The AGM is always a little lackluster especially when details for review are not available in advance. If this could happen in 30 mins, then it would be great to have the AGM, Panel, Awards, Key note speaker in the morning and save the afternoon for break-out sessions.
- Hold the awards ceremony during the lunch break, and use the extra time gained to add another workshop session block i.e. have three sets of workshop sessions instead of just two.
- Shorter acceptance speeches from the DMPG award winners
- The lunch was not good, not everyone enjoys those types of sandwiches if that's what you want to call them, it was better when a tray of sandwiches and a tray of sweets was set on each table.
- maybe some 30 minute sessions instead of 1 hour? Seemed like our session ran short as the topics were exhausted within 30 mins.
- Try and break up the AGM/Panel/Awards throughout the day, rather than all three back-to-back.
- Good luck! I know it will be another great conference.
- 24 Not at this time. Want to thank everyone involved for all the hard work making another successful Conference happen! Much appreciated!
- The mixer/networking event is great. If there was a way to keep more members around longer.
- Keep up the great work!
- A speaker at lunch could provide a way to have more content/messages A structured way for participants to capture/reflect on their learning (Tree project was a great first step). maybe specific questions or a common end to each session where it is built in.
- Set up a communications suite with laptops and chairs so folks can quickly check on the office without actually leaving the conference.
- The website was difficult to navigate / missing key info this year (ie. location)
- A special THANKS TO DPMG AND THE PLANNING COMMITTEE! Awesome work!
- Due to unexpected work issues I was unable to attend the sessions in the afternoon. It was unfortunate that the keynote had to be moved to the afternoon as I wasn't able to attend.
- It would be nice if a session could be done twice in two sections time frames that way you could choose to go if there were two of interest. I always go away feeling like I wanted to go to that one but I had to choose but if it ran twice you could to the earlier of one and a second session of the other.

- I'm pleased I went. Thanks for all your work.
- Make Jacob MacIsaac a presenter - he was incredible when accepting his award!
- Meal was delicious
- The half hour break in the morning felt too long after the senior leaders panel. If there's another location that could be used for refreshments, that may be something to consider. Having it in that small hallway made it challenging to get into the lecture theatre and to the washrooms.
- Keep on the good work.
- I'll be one of them next year, so I'll wait for the meetings :)
- Include the name of the session and the time/s on the name badge
- Please communicate the venue more clearly; two coffee stations at break time and two dessert stations at lunch time to avoid long line-ups and big crowds. Prizes were great and plentiful. :)
- Adding the timings on the agenda with the name card would be helpful and also having "lunch Boxes" instead of buffet style food
- Best lunch this year! I've been to the conference 4 times now.