

Dalhousie Professional & Managerial Group (DPMG)

Professional & Personal Development Committee (PPDC)

2018-19 Report

As part of a pilot project, the Professional & Personal Development Committee (PPDC) was a spinoff from the Conference committee as directed by the DPMG executive. After a call out in the summer of 2019 the first planning meeting was held September 4, 2019. The members of the PPDC committee are:

Steve Morley (Chair), MedIT - Computing & Media Services

Hannah Ching, Medicine - Dean's Office

Heather Butler, Department of Anesthesia-Research

Fallon Bourgeois, Advancement

Joanne Tortola, Law, Dean's Office

Robert Moffat, Housing & Conference Services

Krystal Donahue, Engineering – Dean's Office

Tayo Adara, Registrar's Office

The collective efforts of an amazing team of individuals introduced a broad variety of topics in 7 sessions from September 2018 to April 2019. Please see Table 1 for specific date, topic, presenter and selected results from the feedback evaluation.

On Monday June 17, 2019 the DDPC members met to debrief and make recommendations for future planning. The following information summarizes the committee's intent for 2019-20.

1. Develop and distribute an innovative needs assessment to DPMG members about aspirations and wishes for continuing professional development sessions for 2019-20. The committee feels that the feedback so far has been exceptional but limited to small group of attendees. It is important to be inclusive in the assessment of educational needs so to meet the needs and build on our success.
2. Plan and schedule six (6) educational sessions based on the results from the needs assessment for 2019-20. Find, book a central and consistent room location that has the AV requirements, IT support and recording capabilities. Our intent to record the sessions (with permissions) are again to make these sessions accessible to those who can't make the scheduled time.
3. Continue to develop relationship with various stakeholders. Connect with HR Talent management and other groups that offer educational sessions to minimize duplication but more importantly to collaborate and share information about personal and educational needs of the membership. Continue to build relations with Faculty of Management for strategic consultation, access to speakers and novel topics as well as further development as a committee.
4. Engage DPMG executive to develop effective communication strategies between DPMG executive and PPDC as well as between PPDC and the membership for streamlined registration and evaluation purposes.

Table 1: 2018-19 educational session summary.

Date/Time	Presenter(s)	Title	Location	Attendees	Eval (n)	Characteristics of the majority	Suggested topics
Thursday October 25 th	Angela McKinnon	<i>Introduction to Change Management</i>	Theatre D Tupper bldg. Video Conference	39	22	VG presentation, too short, very organized, appropriate time of day,	Influence co-workers. How to be heard in the work environment. Mental Health, Mindfulness, Facilitation skills, Listening & effective communication, Managing conflict, Building morale in the Workplace, Succession Planning, Dealing with email, Polite self-assertiveness, Resiliency, Change Management.
Thursday November 15 th	Dr. Anne Fenety	<i>Working with Your Office</i>	Mona Campbell bldg In room 1108 only	23	18	0-5yrs, studley campus, ADM 5-6, excellent relevance, will share knowledge gained, effective presenter, excellent presentation	Project Management, work/life balance, collaboration across departments
Thursday December 6 th	Steve Morley	<i>Using Technology to Collaborate at Dalhousie</i>	Agriculture Campus Video Conference	22	5		
Jan 17, 2019	Janice MacInnis, Justin Snow	<i>Supporting Workplace Mental Health</i>	CHEB C170	27	18	0-5yrs, studley campus, 5-6 admin level, excellent relevance & presenter, satisfactory presentation	Workplace bullying, dealing with difficult coworkers, Privacy Information and SharePoint, SharePoint training, EFAP rep or other reps from support services, project management Program evaluation, resilience, Mental Health.
Feb 21	Joanne Fraser	<i>Tuition re- imbursement</i>		21			
March 28	Alison Shea	<i>Protecting the Privacy of Personal Information at Dalhousie (and Access to Information)</i>	Tupper Building, Theatre C	22	NA		
May 23	Angela McKinnon	<i>Change Management</i>	CHEB 140	15	6	Important topic, with tangible takeaways on how to	Project Management



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