The 2017-2018 Professional Development Committee:
Council Members: Jordan Bates, Jacob Cummings, Chris Johnsen, Sara Parris, Gowrishankar Srinivasan
Non Council Member: Don Broshar

1) Professional and Scientific Council Seminar Series Events:
The Council Professional Development Committee coordinated, hosted, and recorded attendance at nine 2017-2018 Professional and Scientific Council Seminar Series Events. Attendees were manually given credit for attending the Council Seminar Series Events face-to-face or via the livestream (when offered) in Learn@ISU. All sessions recorded by Extension IT were included in the Professional and Scientific Council Catalog in Learn@ISU for viewing at anytime.

- Thriving well at work: mindfulness techniques to empower individuals to navigate stressful work situations
  *Nora Hudson, Assistant Director of Fitness, Rec Services*
  July 11th - 2-3 PM in the MU Pioneer Room – Face-to-Face Only
  Attendance: 7 Face-to-Face
  This workshop will offer the opportunity to learn and experience various mind/body techniques such as simple yoga poses, breathing and mindfulness exercises with the intention of helping you develop a self-care toolbox to incorporate into your daily life routine. Presenter, Nora Hudson, Assistant Director of Fitness at Recreation Services, has 25 years of experience in fitness and wellness teaching and program development with a focus on mind/body and yoga techniques.

- Personal Leadership: Life Skills for Everyday Self Care
  *Stephanie Downs, ISU WellBeing Coordinator*
  September 12th - 2-3 PM in the MU Pioneer Room, Livestreamed, and Recorded
  Attendance: 11 Face-to-Face, 22 Livestream, 50 Views as of 5/21/18
  In this workshop, Stephanie Downs the ISU WellBeing Coordinator, will introduce the new Adventure2 online platform for well-being that is launching on Wednesday, September 6. In this session, we will explore our new online platform and demo some of the tools, resources, and fun programming that support all aspects of your well-being. Bring your own device, login, and explore with us!
  We will also discuss self-care as a component of personal leadership and bringing your best self to work and life every day. ISU WellBeing is excited to provide this session in which we will
explore this fun, interactive, and engaging tool designed to connect ISU employees across the university and to create the conditions in which well-being can thrive.

The recorded session can be found in Learn@ISU by typing FY18-2 into the search bar, finding the session, and clicking launch OR by clicking on the Course Catalog tab and scrolling down to the Professional and Scientific Council Catalog.

**Open Forum on the P&S Classification and Compensation Review**

*University Human Resources Classification and Compensation*

October 10th - 2-3 PM in the MU Pioneer Room, Livestreamed, and Recorded

Attendance: 29 Face-to-Face, 35 Livestream, 58 Views as of 5/21/18

University Human Resources Classification and Compensation is partnering with the Professional and Scientific Council on this open forum on the P&S Classification and Compensation Review. This will be your opportunity to ask questions about the review and process.

The recorded session can be found in Learn@ISU by typing FY18-3 into the search bar, finding the session, and clicking launch OR by clicking on the Course Catalog tab and scrolling down to the Professional and Scientific Council Catalog.

**We now have all of the Seminar Series Events from the past several years uploaded to Learn@ISU, check them out!**

**November 14th – Online Only**

The Council Professional Development Committee has worked this past month to get all of our recorded Seminar Series Events to Learn@ISU!

Our Professional & Scientific Council Catalog in Learn@ISU now includes 26 Seminar Series Events that you can access whenever works for you. As an added bonus, due to our collaboration with University Human Resources, once you've viewed the entire video it will added to your Iowa State University Training Profile as a completed training!

Go to [learn.iastate.edu](http://learn.iastate.edu)

Log in using your ISU Network ID and password

Go to Course Catalog and find the Professional & Scientific Council Catalog

Click Launch next to the Seminar Series Event you would like to view

View the video

Complete the User Sign-Off Screen (pop-up)

(please make sure to allow pop-ups, cookies, and flash content from training.ehs.iastate.edu)

**Protection for Your Family, Finances and Future: Using the Estate Planning Documents Provided to Iowa State University Employees**

*Mindy Anfinson, Regional Client Manager, ARAG*

**December 12th – 2-3 PM in the MU Pioneer Room, Livestreamed, and Recorded**

Attendance: 25 Face-to-Face, 25 Livestream, 20 Views as of 5/21/18

This Council Seminar Series Event will include a demonstration illustrating how to create the Estate Planning Documents (including a Standard Will, Power of Attorney for Healthcare, Durable Power of Attorney, Living Will and Medical Treatment Authorization for Minors) that are available to all Iowa State University Employees through ARAG. This demonstration will highlight what you will need inorder to complete the documents, how to complete the documents and use the ARAG system, and what your next steps should be once you complete the documents.
The recorded session can be found in Learn@ISU by typing FY18-4 into the search bar, finding the session, and clicking launch OR by clicking on the Course Catalog tab and scrolling down to the Professional and Scientific Council Catalog.

• Green Dot Overview for ISU Employees
  Jazzmine Brooks, Iowa State University Green Dot Coordinator
  January 9th - 2-3 PM in the MU Pioneer Room, Livestreamed, and Recorded
  Attendance: 21 Face-to-Face, 19 Livestream, 22 Views as of 5/21/18
  Green Dot has launched at Iowa State University! What does this mean and how does it affect you? Green Dot is a comprehensive violence prevention program that decreases incidents of violence by capitalizing on the power of peer and cultural influence. During this session Green Dot Facilitators will review the basic elements of Green Dot, focusing specifically on the vital role campus employees play in establishing and reinforcing the University Culture within which students exist. Participants will be provided with a new framework for bystander intervention, and ways that you can help to facilitate the process of behavioral change.
  The recorded session can be found in Learn@ISU by typing FY18-5 into the search bar, finding the session, and clicking launch OR by clicking on the Course Catalog tab and scrolling down to the Professional and Scientific Council Catalog.

• P&S Classification and Compensation Review
  University Human Resources Classification and Compensation
  March 13th – 2-3 PM in the MU Pioneer Room, Livestreamed, and Recorded
  Attendance: 42 Face-to-Face, 70 Livestream, 19 Views as of 5/21/18
  University Human Resources Classification and Compensation is partnering with the Professional and Scientific Council on this open forum on the P&S Classification and Compensation Review. An update will be provided on the review process and additional information will be provided on market comparisons.
  This will be your opportunity to ask questions about the review and process.
  The recorded session can be found in Learn@ISU by typing FY18-6 into the search bar, finding the session, and clicking launch OR by clicking on the Course Catalog tab and scrolling down to the Professional and Scientific Council Catalog.

• Using Social Media Professionally and Effectively
  Rob Schweers, Director of Communications, Office of the Senior Vice President and Provost
  April 17th – 2-3 PM in the MU Pioneer Room, Livestreamed, and Recorded
  Attendance: 25 Face-to-Face, 15 Livestream, 4 Views as of 5/21/18
  Social Media is a valuable professional tool, but its misuse can ruin your career. Learn tips for using social media effectively, taking advantage of platforms like Facebook, Twitter, and LinkedIn, while avoiding common pitfalls that can derail your efforts.
  The recorded session can be found in Learn@ISU by typing FY18-7 into the search bar, finding the session, and clicking launch OR by clicking on the Course Catalog tab and scrolling down to the Professional and Scientific Council Catalog.
• **Walk the Labyrinth**  
*Mark Rowe-Barth, Director, Student Wellness*

May 8th - 2-3 PM in the MU Pioneer Room, Face-to-Face Only  
**Attendance: 11 Face-to-Face**

Does the end of the semester have you feeling stressed? The Professional and Scientific Council would like to invite you to Walk the Labyrinth. This is a wonderful way to take a little bit of time for yourself and simply “be.” After a brief overview and explanation of the labyrinth at 2pm, you may experience the labyrinth for the amount of time you desire—take the full hour, or take much less—it’s up to you.

Labyrinths are usually circular patterns that have one path leading to the center of the circle and then back out again. At first glance, it may seem similar to a maze, yet it is very different. There are no wrong turns, no dead ends and no tricks. The labyrinth is one of the oldest contemplative tools, used for centuries for prayer, meditation, personal and spiritual growth.

• **Being a Transformative Leader: Tips and Tools to Support Team and Individual Success**  
*Nancy Franz, Professor Emerita*

This session was recorded during the 2018 Professional and Scientific Council Professional Development Conference for release as the June Council Seminar Series Event - Posted to Learn@ISU when included in the May Council Newsletter on May 2, 2018  
**Attendance: 8 Views as of 5/21/18**

In this session, Nancy Franz describes the differences between transactional and transformative leadership as well as how to know when to use transactional or transformative leadership approaches.

To view this Council Seminar Series Event, log-in to Learn@ISU, type FY18-8 into the search bar, and click launch! The recording can also be found by clicking on the course catalog tab and scrolling down to the Professional and Scientific Council catalog.

The 2017-2018 Professional Development Committee also completed the transition to Learn@ISU (a partnership with UHR) by moving all of the previously recorded Council Seminar Series Events to the Professional and Scientific Council Catalog in Learn@ISU and making the 2017-2018 Council Seminar Series Event recordings available exclusively through Learn@ISU.

2) **Self-Guided Self-Improvement Portfolio:**

With the intent of creating a resource for Iowa State University Employees, arranged by topic, that can be used to:

• embark on a self-guide self-improvement journey,
• to explore a professional development topic of interest to them, or
• as a resource for brushing up on skills,

the Professional Development Committee began collecting resources around 6 topics including:

• Mentoring
• Leadership Style – Nancy Franz video
• Work Style - Disk Profile
• Negotiation
• Conflict Resolution
• Effective Communication – Workplace, Non-Verbal.

The Professional Development Committee selected these 6 topics as a way to begin to collect materials and to begin to conceptualize what we are currently calling the Self-Guided Self-Improvement Portfolio.

CyBox folders were created for each of the 6 topics and Councilors were asked to contribute the last personal or professional development item that they found interesting, used, or explored in the last year and found helpful. Several items have been collected and next steps will be discussed during the final meeting of the 2017-2018 Professional Development Committee.

3) **Advocacy for Support of Professional Development for P&S Employees:**
Committee Chair Presented to both the Department Chair’s Cabinet and to Provost’s Council.

- Requested that they make investments in the professional development of professional and scientific employees BOTH financially and in allowing, encouraging and supporting time away from the office to engage in those opportunities.
- Highlighted that Professional and Scientific Council provides some local and low or no financial cost professional development including monthly Council Seminar Series Events and our 6th Annual Professional and Scientific Council Professional Development Conference.
- Highlighted the work of the Professional Development Committee in getting all of the recorded Council Seminar Series Events into Learn@ISU so that they can be viewed from any computer at any time (provided you have an ISU net-ID and password).
- Highlighted that another avenue through which the Professional and Scientific Council provides professional development opportunities is though running for and serving on Council.
- Encouraged the groups to recognize Professional and Scientific Employees for nominating them for both college and University level awards. Reminding them that awards are another wonderful way, in addition to investing in their professional development, to encourage and recognize Professional and Scientific Employees who are making a difference at our university.

Committee Chair and Professional Development Committee Members continued to educate about and advocate for a distinction between the concepts of "professional development" and "job training" whenever possible. This included conversations with University Human Resources and University Leaders.
4) **Professional and Scientific Council Professional Development Conference Sub-Committee:**

*The 2017-2018 Professional and Scientific Council Professional Development Conference Sub-Committee:*

- Tera Lawson, PD Conference Chair
- Jordan Bates, Budget
- Don Broshar, Participant Experience
- Paula Burns, Communications/Marketing
- Jacob Cummings, Education/Speakers
- Monica Ernberger, Education/Speakers
- Kate Goudy, Education/Speakers
- Chris Johnsen, Participant Experience
- Stacy Kilstofte, Facilities
- Amy Logan, Communications/Marketing
- Sara Parris, Education/Speakers
- Diana Sloan, Communications/Marketing
- Gowrishankar (Shankar) Srinivasan, Participant Experience
- Rachel Tendall, Communications/Marketing
- Michelle Thorn, Participant Experience

**2018 Professional and Scientific Council Professional Development Conference Overview:**

The need for professional development for P&S Employees has long been a priority for the Professional and Scientific Council. One of the opportunities Council has created in an attempt to meet the need for professional development at Iowa State University is a full-day conference dedicated to the professional and personal development of P&S Employees.

This year we held our 6th Annual Professional and Scientific Council Professional Development Conference on February 14, 2018 aiming to provide participants with a day focused on learning new skills and strengthening old ones, discovering useful tips that can be immediately applied in the workplace, and sharing techniques that may be utilized for increasing morale and motivation within our workplaces.

The theme for the 2018 Professional and Scientific Council Professional Development Conference was Cultivate Your Adventure: Growing Your Future. The theme was selected to continue to build on the Cultivate Your Adventure theme that was launched last year (Cultivate Your Adventure: From Initiating to Innovating). Using the entire name of the conference in an attempt to continue to brand this conference as Professional and Scientific Council’s also continued this year.

Conference Highlights Include:

- Issuing the first ever Call for Presentations for the Professional and Scientific Council Professional Development Conference and selecting presenters based on submitted material.
• Including 32 Sessions focused in the areas of leadership, health and wellness, professional resources, and human interactions.
• Having 430 Individuals in Attendance (our highest attendance to date).
• Including Lunch activities for the second year in a row to promote continued engagement with: additional development content, fellow employees, and information about our University. We also invited Cy to attend during the lunch time to interact with attendees due to the conference being held on Valentines Day.
• Completely redesigning the Conference Evaluation Survey.
  o This included a thorough review of the questions that were included in the survey and reframing how we asked the questions that we decided to include. We consulted with the Research Institute for Studies in Education (RISE) who helped to think about the data we were looking to get from the survey and then asking the questions that would result in that data.
  o This also included completely recreating the survey in Qualtrics so that while being easy and simple for attendees to complete it also enabled us to pull reports and cross reference data to easily analyze the results of the survey.
• 98% of the 232 survey respondents reported being satisfied or highly satisfied with the conference (the survey was not sent to speakers who only attended the session they were presenting).

2018 Professional and Scientific Council Professional Development Conference Sessions:
Opening Remarks and Opening Keynote:
• From Telling to Co-Creating: Making the Shift from I to We, Sarah Noll Wilson, Chief Edge Officer of Sarah Noll Wilson Co.

Session 1: (Offered Eight Concurrent Sessions)
• Communication for Connection, Alan Feirer
  If there's one skill that leaders must master and habitually improve, it's communication. In this session, we will identify and overcome three common obstacles to effective communication. So many dysfunctions, productivity concerns, drama, misunderstandings, and performance failures can be traced directly to communication mis-steps. Communicate for connection, not control. Learn how to give feedback and assign tasks in ways that build relationships, improve staff retention, and build engagement. There are obstacles created by forces beyond our control, but once we are aware of them, we can take constructive steps to overcome them. Part of this session's curriculum is inspired by the work of the Arbinger Institute's book Leadership and Self-Deception. The "four levels of maturity" gets correlated to Self-Deception and their "in the box" thinking. This session will be interactive and fun. And, the methods learned can be utilized right away. The three common obstacles to connective, relationship-building communication are: 1. Maturity in the moment: self-focus rather than team-focus. 2. Personality styles (using the DiSC® model to illustrate). 3. Lack of being specific, both in terms of assuming motives, and in choice of words.
Learning Objectives:
1) Identify 3 common obstacles to communication, and their countermeasures.
2) Choose from a menu of responses to unproductive behavior or lack of engagement.
3) Utilize techniques for dealing with defensiveness.
4) Begin developing a habit of looking at situations in terms of the "behavior-outcome" model for more effective communication.

- **Mindful Communication: We're Not in Kansas Anymore!, Jo Ann Lee & Martha Stewart**
  Remember when black-and-white Dorothy lands in Oz and suddenly everything switches to color? This workshop intends to add some "Technicolor" dimension to the monochrome communication struggles we've all experienced when working with others! If you find yourself ready to make the journey to mindful communication then click your heels twice and join us on the road to how best to match people with tasks, and how to amp up your communication style when thrust into roles that require "color" skills which aren't your brightest!

**Learning Objectives:**
1) Learn how to take your results in the Colors Personality Instrument and apply them to your everyday interactions, especially in the workplace.
2) Challenge you to grow your comfort zone to include skills from even your "dimmest" Colors.
3) Walk away with a deeper understanding of peoples' differing personality profiles, how to pay closer attention to those differences, and how to stretch your own COLORS-profile to develop a broader, more three-dimensional set of communication skills.

- **Welcome to Retirement, Carolyn Steckelberg & Barb Wollan**
  Gain a more realistic sense of retirement issues and expenses through this simulation! You'll be placed in a scenario, based on a typical Iowa family type, with information about your situation and your available funds, and then you'll make spending decisions for your character at different phases of retirement. A brief overview of information and resources related to retirement income needs will follow.

**Learning Objectives:**
1) Participants will explore how experiences during retirement vary depending on pre-retirement preparedness.
2) Participants will be motivated to examine their own retirement preparedness and make necessary adjustments.

- **Using DiSC to Build More Effective Relationships, Katharine Hensley**
  Have you ever wondered why it's so easy to work with some people and more challenging to work with others? Everything DiSC can help people at any level of an organization or industry effectively understand themselves and others. By establishing a common language that elevates the effectiveness of communication and teamwork, Everything DiSC strengthens relationships which help improve productivity and lead to better workplaces. Everything DiSC is a personality assessment based on a model of four basic styles.
Learning Objectives:
1) Learn about DiSC and the Everything DiSC Workplace.
2) Map, Identify and Understand their DiSC Style.
3) Discover similarities and differences among the DiSC styles.

- **Effective Anxiety and Stress Management, Dustin Ernberger**
  The terms "stress" and "anxiety" will be defined and their similarities and differences explained. The mind-body response to stress will be explored, including a brief discussion of the brain structures involved in the activation of the stress response. Effective methods of responding to stress and anxiety will include discussion of the role of self-care (sleep, exercise, diet, and treatment of physical illness) and relaxation. Participants will have the chance to participate in 1-2 guided relaxation practices. A general overview of some research-based mental health counseling interventions for anxiety will be presented.

Learning Objectives:
1) Participants will be able to define the terms "stress" and "anxiety," how they are related to one another, but different.
2) Participants will be able to identify characteristics of a typical stress response, and how to manage this in both the short term and the long term.
3) Participants will learn about different types of counseling interventions that can aid in the reduction of anxiety and avoidance behavior.

- **Nonverbal Communication and Achieving Positive Outcomes, Dawn Sweet**
  The goal of this interactive session is to explore how nonverbal communication impacts interpersonal perceptions of others. This panel will explore the role of nonverbal communication in interpersonal relationships and interactional outcomes. Many negative outcomes in both professional and personal relationships could be mitigated through being more aware of not only our own nonverbal communication patterns but also understanding how our own biases may influence interactional outcomes. This session will focus on the importance of self-awareness /emotional awareness and bias within the communication process.

Learning Objectives:
1) To enhance awareness of how our own communicative behavior affects interpersonal relationships and dynamics.
2) To enhance our understanding of the role emotions play in the communication process.
3) To enhance our understanding of bias within the communication process.

- **Mental Health on Campus: How to Help, Wen-Hsin Chang & Kipp Van Dyke**
  When a student or colleague is in distress or might be experiencing a mental health issue, what do I do? What are the signs? How can I help? Who do I contact? This session will cover how to notice when someone might be struggling with mental health distress, how to briefly assess distress level, how to provide support, and how to refer to
appropriate professional or social supports on campus and locally. We will also address the question of how to navigate this with appropriate boundaries, given one's staff role.

**Learning Objectives:**
1) Understand when a student/colleague may need additional support.
2) Know places they can refer people for support.
3) Identify challenges associated with helping individuals in distress.

- **Cultivating your Career at Iowa State University, Timothy Ashley, Kristin Chapman, Lora-Leigh Chrystal, Taren Crow, Kabongwe (K.B.) Gwebu, Laurie Smith Law**
  In this panel discussion, follow the career paths of six Professional and Scientific employees and hear how their journey has evolved through their years in higher education. They will discuss what it took to progress from their first job to where they are today. They will talk about the skills they developed, the leadership activities in which they became involved, the opportunities they seized, and how they were mentored. The session will also allow time for questions from the audience.

  **Learning Objectives:**
  1) Know more about paths I might choose to follow to further my own career at ISU.
  2) Make connections with people at ISU who might be able to mentor me in my career development journey.

**Session 2: (Offered Eight Concurrent Sessions)**

- **Conversational Intelligence -The Brain on DISTRUST, Sarah Noll Wilson**
  Building on the concepts introduced during the opening keynote presentation, this session will take a deeper dive into the science, skills and applications of Conversational Intelligence. Specifically, we will dig into the neuroscience of distrust, how the brain reacts to stress, four common stress responses and how to deregulate stress by listening to connect. This session will be interactive and participants will leave with real and relevant information and tools.

- **Personal Presentation Skills, Alan Feirer**
  Leaders are often called upon to speak up in meetings, facilitate, or even present to groups on a larger scale. Would you like more confidence when called upon to present information, formally or informally? Maybe you would like to be above-average when it comes to personal interaction, or have a competitive edge and be more memorable? In this session, learn 6 simple pointers to help you have more confidence when presenting to others. Additionally, we’ll review simple and effective techniques for networking. Even skilled presenters have trouble networking, because of misconceptions about the process, or inexperience in building a network. If networking is about connecting with others for our own needs, it doesn’t work. When networking is about making sure that we know about all the resources we can discover, whether they benefit us right now or not, it works for everyone. With just a couple of good habits in mind, you can navigate networking situations smoothly. Through vivid example and real time demonstration, we will go over situations such as - How to enter a group of people, what to do with your
hands, your food or drink, how to end a conversation, the non-awkward way to introduce others, and, more. You'll be well-equipped for your next networking event. 

**Learning Objectives:**
1) Six simple pointers for presenting to others, formally or informally.
2) Three common habits to avoid when networking, and three easy habits to develop.
3) Ways to navigate those potentially awkward situations. 4) Walk away feeling confident in your new networking skills, even if you normally feel too shy to network.

- **Effective Anxiety and Stress Management, Dustin Ernberger**
  The terms "stress" and "anxiety" will be defined and their similarities and differences explained. The mind-body response to stress will be explored, including a brief discussion of the brain structures involved in the activation of the stress response. Effective methods of responding to stress and anxiety will include discussion of the role of self-care (sleep, exercise, diet, and treatment of physical illness) and relaxation. Participants will have the chance to participate in 1-2 guided relaxation practices. A general overview of some research-based mental health counseling interventions for anxiety will be presented.

**Learning Objectives:**
1) Participants will be able to define the terms "stress" and "anxiety," how they are related to one another, but different.
2) Participants will be able to identify characteristics of a typical stress response, and how to manage this in both the short term and the long term.
3) Participants will learn about different types of counseling interventions that can aid in the reduction of anxiety and avoidance behavior.

- **Besting the Bullies Inside Your Head: Silencing the Inner Critic, Paula DeAngelo, Kris Johansen, Julienne Krennrich, Tera Lawson, Lynn Wellnitz, Denise Williams-Klotz & Karen Bramow**
  Join us for an interactive session in which we will explore the concept of the inner critic, work to identify our own inner critic(s), and discuss strategies for quieting our own inner critic(s). This concept is a core part of a personal growth and leadership development program the presenters were introduced to through the Playing Big book written by Tara Mohr. The presenters, who come from across all levels at Iowa State University and have a diverse set of job duties, are excited to share their experiences exploring this topic and how it has changed their perceptions of and approach to the myriad of challenges we experience in our professional and personal lives.

**Learning Objectives:**
1) Participants will be able to define and identify their own inner critic(s) and inner critic concepts.
2) Participants will be able to articulate strategies for quieting their inner critic.
3) Participants will have tools and resources for exploring their inner mentor, one tool for combatting the inner critic.
• **Welcome to Retirement, Carolyn Steckelberg & Barb Wollan**
  Gain a more realistic sense of retirement issues and expenses through this simulation! You’ll be placed in a scenario, based on a typical Iowa family type, with information about your situation and your available funds, and then you’ll make spending decisions for your character at different phases of retirement. A brief overview of information and resources related to retirement income needs will follow.

  **Learning Objectives:**
  1) Participants will explore how experiences during retirement vary depending on pre-retirement preparedness.
  2) Participants will be motivated to examine their own retirement preparedness and make necessary adjustments.

• **Nonverbal Communication and Achieving Positive Outcomes, Dawn Sweet**
  The goal of this interactive session is to explore how nonverbal communication impacts interpersonal perceptions of others. This panel will explore the role of nonverbal communication in interpersonal relationships and interactional outcomes. Many negative outcomes in both professional and personal relationships could be mitigated through being more aware of not only our own nonverbal communication patterns but also understanding how our own biases may influence interactional outcomes. This session will focus on the importance of self-awareness /emotional awareness and bias within the communication process.

  **Learning Objectives:**
  1) To enhance awareness of how our own communicative behavior affects interpersonal relationships and dynamics.
  2) To enhance our understanding of the role emotions play in the communication process.
  3) To enhance our understanding of bias within the communication process.

• **Using DiSC to Build More Effective Relationships, Katharine Hensley**
  Have you ever wondered why it’s so easy to work with some people and more challenging to work with others? Everything DiSC can help people at any level of an organization or industry effectively understand themselves and others. By establishing a common language that elevates the effectiveness of communication and teamwork, Everything DiSC strengthens relationships which help improve productivity and lead to better workplaces. Everything DiSC is a personality assessment based on a model of four basic styles.

  **Learning Objectives:**
  1) Learn about DiSC and the Everything DiSC Workplace.
  2) Map, Identify and Understand their DiSC Style.
  3) Discover similarities and differences among the DiSC styles.

• **Inclusivity! - The path to a productive environment (and not just a buzzword), Audrey Kennis, Liz Mendez-Shannon, Nicci Port, & Corey Williamson**
In this panel discussion, campus professionals will share their perspectives on making the campus work environment a productive one. In these politically charged times – when the commitment to diversity and inclusion is lauded and vilified, considered underappreciated and over-appreciated, at the forefront of the national consciousness and yet difficult to discuss on a personal level – how can we establish a welcoming and productive working environment in our own units and departments at Iowa State? What can we do when we see others struggling with matters of diversity and inclusion? What can we do when we ourselves struggle? Panel members will discuss their assessment of approaches to a complex and ever-changing dynamic. The session will be a moderated Q&A format, with time also for questions from the audience.

**Learning Objectives:**
1) To provide different modes of thinking and perspectives regarding diversity and inclusion.
2) To provide starting points for individuals who may be dealing with matters of diversity and inclusion in their workplace.

**Lunch and Networking Opportunities:**
Boxed lunches were provided so that attendees had opportunities to:
- Learn something new about our University at Iowa State University Trivia in Room 299
- Have a professional headshot taken by University Photographer Chris Gannon
- Browse the ISU Book Store table for books recommended by our conference speakers
- Connect with someone and discuss your takeaways from the morning sessions using networking prompts provided at tables in the 2nd floor lobby
- Watch Inspiring TED and Lynda.com Talks in Benton Auditorium
  - 12:10 Bill George: Self Awareness, Authenticity, and Leadership
  - 12:50 Susan Cain: The Power of Introverts
- Rooms were left open so attendees had spaces to be alone and reflect
- Everyone’s Favorite Valentine Cy also stopped by during lunch to interact with attendees

**Session 3: (Offered Eight Concurrent Sessions)**
- **Conversational Intelligence - The Brain on TRUST, Sarah Noll Wilson**
  Building on the concepts introduced during the opening keynote this session will take a deeper dive into the science, skills and applications of Conversational Intelligence. Specifically, we will dig into the neuroscience of trust, how the brain reacts to trust, up regulating vs down regulating and how to build trust by the way we ask questions. This session will be interactive and participants will leave with real and relevant information and tools.

- **"What Are You Thinking?" How an Employee Satisfaction Survey is Guiding our Leadership, Erin Baldwin & Bridget Konz**
  Good leaders often look for ways to measure employee satisfaction and engagement. Well, what if we told you that you have the tools to do this already at your fingertips?
Thielen Student Health Center Director and Quality Improvement Officer will share with you the inexpensive, efficient, replicable, and enlightening way they have implemented an annual employee satisfaction survey. From determining what questions to ask to rolling out the results, they will share the highs and lows of their journey into the sometimes messy, but always memorable, state of employee satisfaction.

**Learning Objectives:**
1) Participants will list a minimum of two reasons their department may want to survey employee satisfaction and engagement and how you can present this idea to supervisors/managers.
2) The participant will identify three tools they can utilize to create their own employee satisfaction survey.
3) Participants will identify strategies for how to successfully capture, analyze and present satisfaction data to create organizational change.

- **Spend Smart. Eat Smart., Jody Gatewood & Christine Hradek**
  Spend Smart. Eat Smart. is a suite of high-quality, online resources created by Iowa State University Extension and Outreach. For over seven years, the website has helped shoppers save money and make healthy choices. The website content is organized around principles of good nutrition and cost savings in three different phases: Plan, Shop, and Cook. The website contains: Over 150 recipes that are delicious, inexpensive and easy to prepare, how-to videos featuring recipes and basic food prep techniques, and a grocery budget calculator, in addition to the website, blog and social media accounts provide tips to followers multiple times each week. The latest addition to the Spend Smart. Eat Smart. suite is a mobile app for smart phones and tablets. During this session attendees will learn four steps to saving money on food while eating a healthy diet and how to use the Spend Smart. Eat Smart. website and app. Attendees will be invited to use their smart phone or tablet and practice using the tools as the presenter walks through the different resources.

  **Learning Objectives:**
  1) Learn 4 steps for saving money on food while eating a healthy diet.
  2) Learn how to use the Spend Smart. Eat Smart. website and app.

- **Know Yourself Better: Creating Habits that Stick, Abby Stanek**
  Make yourself happier by creating habits based on who you are. In this session, participants will learn about themselves and how to make habits stick based on who they are. Participants will also learn about common loopholes people use to break habits so they can recognize when a loophole is being used to break a habit. This isn't the session to learn what you should be doing -- it's about how to do something based on who you are.

  **Learning Objectives:**
  1) Know yourself better to frame habits so that you can fulfill your goals.
  2) Frame information in life to better appeal to many personality types to best work with the people around you.
• **Being a Transformative Leader: Tips and Tools to Support Team and Individual Success, Nancy Franz - *this session will be recorded*\**

Being a successful leader isn't easy especially in the complex context of higher education. Learn the differences between transactional and transformative leadership and when to appropriately use each leadership approach. The workshop leader and participants will share lessons learned and best practices for working towards leading teams and individuals to transforming their work from simply carrying out tasks to instead moving together to higher levels of outcomes. No Power point in this session, just good old conversation, interactive activities, humor, and stretching our thinking with each other.

**Learning Objectives:**
1) Understand the differences between transactional and transformative leadership.
2) Know when to use transactional or transformative leadership approaches.
3) Use lessons learned and best practices for successful transformative leadership.

• **The "Cs" of creating important relationships with fellow workers, team members or committee members, Chuck Achter**

During this interactive session, participants will learn how to create better relationships with their fellow workers, team members or committee members. The presenter will share the important "Cs" of building relationships and participants will discuss what they have done to create better relationships with the people they work with.

**Learning Objectives:**
1) Participants will be able to have a plan on how to create better relationships.
2) Practice how to put these relationships in action.
3) Hear from peers some strategies they use.

• **Barnga: Exploring Communication Challenges Across Cultures, Krista McCallum Beatty**

Barnga is a simulation game in which participants experience the shock of realizing that despite their good intentions and the many similarities amongst themselves, people interpret things differently in important ways, especially people from differing cultures. Participants will learn that they must understand and reconcile these differences if they want to function effectively in cross-cultural groups.

**Learning Objectives:**
1) To learn to communicate effectively across cultural groups.
2) To help participants examine assumptions they may have about group norms and critically analyze where those norms have come from and whether or not they continue to be useful in new contexts.

• **How the Professional and Scientific Council helped me to Cultivate My Adventure!, Jessica Bell, Kate Goudy, Clayton Johnson, Stacy Renfro, & Nick VanBurkum**

Iowa State University doesn’t just provide a new adventure for students, but you also embarked on an exciting adventure when you began working at Iowa State. The Professional and Scientific Council has the connections, tools and insightful information
that makes you a value-added employee during your professional adventure. Do you really understand the shared governance structure of the university and how it can empower and re-energize you in your work? Do you want to understand more about the place in which we work and have the opportunity to be the voice for your fellow P&S Employees? This panel will highlight some of the more valuable elements of Iowa State employment and how top administrators work with the council.

Learning Objectives:
1) To create a clearer understanding of the nature of Professional and Scientific Council and its role within the overall University community

Session 4: (Offered Eight Concurrent Sessions)

• "What Are You Thinking?" How an Employee Satisfaction Survey is Guiding our Leadership, Erin Baldwin & Bridget Konz
Good leaders often look for ways to measure employee satisfaction and engagement. Well, what if we told you that you have the tools to do this already at your fingertips? Thielten Student Health Center Director and Quality Improvement Officer will share with you the inexpensive, efficient, replicable, and enlightening way they have implemented an annual employee satisfaction survey. From determining what questions to ask to rolling out the results, they will share the highs and lows of their journey into the sometimes messy, but always memorable, state of employee satisfaction.

Learning Objectives:
1) Participants will list a minimum of two reasons their department may want to survey employee satisfaction and engagement and how you can present this idea to supervisors/managers.
2) The participant will identify three tools they can utilize to create their own employee satisfaction survey.
3) Participants will identify strategies for how to successfully capture, analyze and present satisfaction data to create organizational change.

• Navigating the Roadblocks in Our Thinking, Stephanie Downs & Krisdeena Jansen
Through this highly interactive workshop, participants will discuss the impact that life's purpose has on individual choices while identifying cognitive roadblocks that prevent us from achieving our goals. Through small group interaction, participants will apply shifts in thinking to break through personal and systemic barriers, and develop new constructs to improve and inform the autonomous self.

Learning Objectives:
1) Understand the impact that your life's purpose and direction has on individual choices.
2) Identify and analyze roadblocks in work and life.
3) Apply a shift in thinking to break through barriers.
4) Develop new constructs to improve and inform your choices
• **Spend Smart. Eat Smart., Jody Gatewood & Christine Hradek**
Spend Smart. Eat Smart. is a suite of high-quality, online resources created by Iowa State University Extension and Outreach. For over seven years, the website has helped shoppers save money and make healthy choices. The website content is organized around principles of good nutrition and cost savings in three different phases: Plan, Shop, and Cook. The website contains: Over 150 recipes that are delicious, inexpensive and easy to prepare, how-to videos featuring recipes and basic food prep techniques, and a grocery budget calculator, in addition to the website, blog and social media accounts provide tips to followers multiple times each week. The latest addition to the Spend Smart. Eat Smart. suite is a mobile app for smart phones and tablets. Additional tools on the app include: Produce basics-how to choose, clean, store and prepare fresh produce. Recipe finder-to keep track of favorite recipes. Unit price calculator-to compare products to find the best price. During this session attendees will learn four steps to saving money on food while eating a healthy diet and how to use the Spend Smart. Eat Smart. website and app. Attendees will be invited to use their smart phone or tablet and practice using the tools as the presenter walks through the different resources.

**Learning Objectives:**
1) Learn 4 steps for saving money on food while eating a healthy diet.
2) Learn how to use the Spend Smart. Eat Smart. website and app.

• **Know Yourself Better: Creating Habits that Stick, Abby Stanek** - *this session will be recorded*
Make yourself happier by creating habits based on who you are. In this session, participants will learn about themselves and how to make habits stick based on who they are. Participants will also learn about common loopholes people use to break habits so they can recognize when a loophole is being used to break a habit. This isn't the session to learn what you should be doing -- it's about how to do something based on who you are.

**Learning Objectives:**
1) Know yourself better to frame habits so that you can fulfill your goals.
2) Frame information in life to better appeal to many personality types to best work with the people around you.

• **Being a Transformative Leader: Tips and Tools to Support Team and Individual Success, Nancy Franz**
Being a successful leader isn't easy especially in the complex context of higher education. Learn the differences between transactional and transformative leadership and when to appropriately use each leadership approach. The workshop leader and participants will share lessons learned and best practices for working towards leading teams and individuals to transforming their work from simply carrying out tasks to instead moving together to higher levels of outcomes. No Power point in this session, just good old conversation, interactive activities, humor, and stretching our thinking with each other.
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• The "Cs" of creating important relationships with fellow workers, team members or committee members, Chuck Achter
During this interactive session, participants will learn how to create better relationships with their fellow workers, team members or committee members. The presenter will share the important "Cs" of building relationships and participants will discuss what they have done to create better relationships with the people they work with.

Learning Objectives:
1) Participants will be able to have a plan on how to create better relationships.
2) Practice how to put these relationships in action. 3) Hear from peers some strategies they use.

• The International Experience: Reframing the conversation, Krista McCallum Beatty
Learn about the experiences of international student and scholar population at Iowa State - where do they come from, why are they here, what are their goals, and how they enrich our campus.

Learning Objectives:
1) Participants will gain a better understanding of the international student and scholar population at Iowa State.
2) Participants will be better able to engage with the international population on campus.

• Women in Leadership: The Pitfalls We All Face, Dawn Bratsch-Prince, Kristen Constant, Paula DeAngelo, Roberta Johnson, Tera Lawson, Becky Musselman, Calli Sanders
Join us for panel discussion with female leaders at Iowa State University to discuss the common pitfalls we all face including: communication, negotiation, utilizing hiding strategies, and being our own worst critic. We will also discuss ways these pitfalls can be overcome.

Learning Objectives:
1) Participants will be able to identify some of the pitfalls most women face in their leadership journeys.
2) Participants will have the knowledge that they aren’t the only ones that encounter these pitfalls on their leadership journeys.
3) Participants will be able to articulate some strategies to overcome these common pitfalls as they are encountered.

Closing Remarks and Closing Keynote:
• From Telling to Co-Creating: Making the Shift from I to We, Sarah Noll Wilson, Chief Edge Officer of Sarah Noll Wilson Co.
2018 Professional and Scientific Council Professional Development Conference Budget:

In order to put on a full day conference dedicated to the personal and professional development of Iowa State University P&S Employees we began our budgeting process in August.

We started with each of the conference areas (Communications/Marketing, Education/Speakers, Participant Experience, Facilities, and Budget) and worked through any potential costs associated with completing the tasks assigned to each of those areas and from there determined our expense categories.

Every potential expense was made a line item in our budget with an estimated cost. We worked hard to make sure that all expenses were fully considered at this stage so that no unexpected costs occurred after we set the conference registration rate. Once the conference registration rate is set each year we don’t have much, if any, room in the budget for surprises. We then projected revenues based on how many people we anticipated would register for the conference, looked at that revenue against our estimated expenses, and ran projections for two or three potential registration rates.

We adjusted expenses and registration rates until our revenue covered our expenses and then we set the registration rates at $90 for early registration December 7 - January 23, 2018 and at $105 for regular registration January 24 – February 7, 2018.

We then managed the expenses throughout the conference lifecycle, updating estimated expenses and working with in the budget we set. As the bills came in and we knew actual costs within categories, we re-budgeted those savings or overages as needed. Additionally we constantly reviewed invoices and receipts to assure that we were being charged what we were supposed to be charged. We worked to be not only good but great stewards of our funds.

Existing Revenue for the 2018 Professional and Scientific Council Professional Development Conference was:

- $21,255.35 Balance Forward - We work to maintain a balance forward of about $20,000 each year so that if there are years that we don’t meet the revenue projections there is enough funding to pay the fixed costs for Scheman and Council can still have a conference. It will be a very lean conference, but the fixed costs can be covered.
- $5,000 from the Office of the Senior Vice President and Provost – These funds are contributed annually and came from a program that was funded for this amount by the Provost’s office and managed by UHR. The FY 15 Council Executive Committee determined more P&S Employees would benefit from these funds if they were to be used for the conference, on non-food expenses, and thus the funding is now contributed to the Conference each year. In the past two years we have used the funds from the Provost’s office to pay outside speakers’ fees.
The remaining revenue is derived though registration fees. We had 227 people register under the $90.00 early registration rate and 89 register under the $105 registration rate. From the table below you can see that our projections, which were calculated on previous years registration numbers where approximately 90% of people registered under the early rate, were a little off and that our actual revenue from registration fees for the 2018 conference was down from what we projected it would be.

<table>
<thead>
<tr>
<th></th>
<th>Projected</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Registration (277)</td>
<td>$37,710</td>
<td>$24,930</td>
</tr>
<tr>
<td>Regular Registration (89)</td>
<td>$3,100</td>
<td>$9,345</td>
</tr>
<tr>
<td>Total (366)</td>
<td>$40,810</td>
<td>$34,275</td>
</tr>
</tbody>
</table>

While we had record attendance this year, this was also the first year we issued a call for presentations and we didn’t know that a majority of people responding to the call would have co-presenters or would be presenting with a group. So not only did we have a record number in attendance, but we also had a record number of speakers in attendance!

Not only did we constantly monitor the expenses, but once registration opens we constantly monitored the revenues as well. We saw that the paid registrations were going to be down a bit from our projections and we worked the flexible costs in our budget, but the fixed expenses that will need to be paid regardless of the numbers of registrants don’t budge.

The actual conference expenses can be seen in the table below. Speakers includes payments to outside speakers and tokens of our appreciation for internal speakers sharing their time and expertise with us. Conference Supplies includes printing the personalized schedules and signage at Scheman, the participant notebook, charges for the university photographer, the website, printing the lunch tickets to put in the nametags, a CPM fee of $10 per registrant, credit card fees for those who used credit cards, as well as the ISU Administration fee on top of the credit card payments, and the CPM management fee. Venue costs includes all of the room rental fees, charges for microphones, laptops, and projectors. Food includes the AM and PM break and the boxed lunches which ranged in cost per person from $20.06 (including 18% service fee) for the ISC Club and the special diet boxed lunches to $13.87 (including the 18% service fee) for the veggie wraps.
We will only have a balance forward of just over $19,000 for next year, but the Professional and Scientific Council Professional Development Conference Subcommittee feels that we are still in good shape to keep this conference continuing to operate!

However, Professional and Scientific Council Professional Development Conference Subcommittee would like to point out that to provide the quality of a conference that we currently provide and to continue to be able to provide this quality, we not only need people to attend BUT we need to charge registration fees that cover our expenses as well.

### Conference Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Percentage of Expense Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speakers</td>
<td>$8,188.54</td>
<td>19.85%</td>
</tr>
<tr>
<td>Conference Supplies</td>
<td>$14,411.03</td>
<td>34.94%</td>
</tr>
<tr>
<td>Venue (Room Rentals)</td>
<td>$7,224.60</td>
<td>17.52%</td>
</tr>
<tr>
<td>Food</td>
<td>$11,422.11</td>
<td>27.69%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$41,246.28</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>