

Annual Report 2001-2002

Accomplishments

Over the past year, Staff Training and Development played a very active role within the campus community. In November we participated in the Benefits Fair by displaying a number of resources that are available at Kelvin Smith Library. With the help of Karen Oye, employees were able to have a hands-on look at these resources. In addition to the books and videos, two raffle prizes were given to participants who completed a survey about future programs at CWRU. There were approximately 75 survey responses.

Staff Training and Development had quite a successful year in presenting Video on Wheels, a monthly program that features a video that focuses on different areas of career and personal development. These videos were chosen from the result of a campus-wide survey initiated by Human Resources. These videos and books, in addition to many more, are located at Kelvin Smith Library and can be checked out by employees.

During the year, a pilot program was initiated called the Employee Resource Partnering Program. The program was designed to help new employees transition to the campus by providing general information about the university. In addition, our committee members greet each new employee by way of a personal welcome letter, a list of locations and descriptions about departments and local facilities, and a brochure that tells about SAC. Our committee felt there was a need for this program after reviewing what the existing orientation provides and by looking at programs at other universities.

Goals

This year our committee will continue to review videos related to a Customer Service theme. This review will culminate with suggestions to purchase and present chosen videos at the monthly viewing sessions.

Our committee will continue to develop the Employee Resource Partnering Program by designing an evaluation procedure to determine whether the mission of the program is being met. We will continue to pursue the idea of a campus tour for new employees to help with their orientation to the campus community.

Our committee meets on the second Wednesday of each month at noon in Adelbert R1. Kathy O'Linn and Kathie Dowdell are the committee chairs.