



University Life Professional Development April 2024 Newsletter

With spring semester moving along at a seemingly brisk and breezy pace, a month of preparing programs, end of year celebrations, and the closing out personal and unit goals for the academic year; April is truly a month of energy and action throughout University Life.

It is also time where you may feel like we have one foot in current year while the other foot is stepping through the doorway of planning for the year ahead.

In keeping this mind of high activity, the UL Professional Development team has a couple of considerations in the month ahead:

- What do you need in this month and how are you communicating those needs to your supervisor and colleagues?
- What are your priorities for the remainder of the year?
- How can you use your schedule to make time for these priorities? Are their meetings you are able to adjust and be proactive in saving time for you and your teams?
- How can your performance evaluation spring board your professional goals for this performance management cycles?
- What do you need to help make them come to life in the upcoming year?

The work you are doing matters and makes a great impact on our students and our division.

On the behalf the UL Professional Development team, we see you and appreciate you all you bring to our dynamic division.

Resources for translating your performance evaluation to action

Over the month of April, staff will be meeting with their supervisors to finalize their performance evaluations for the previous performance management cycle (**March 30, 2023 – April 1, 2024**).

One of the most transformative items from the performance management process is the professional goal setting portion of the evaluation.

By providing structure and guidance, your goals will help to shape your work in the year ahead.

Download the Professional Development Plan [here](#).

To support the operationalizing of your professional goals, UL Professional Development has created a professional goal form to supplement the SMART goal setting you completed in your evaluation. Included are locations for quarterly updates.

We encourage you to add these dates to your calendar and take the time to update your goals. Additionally, work with your supervisor to discuss these updates. You will be able to discuss progress and if needed, goal reframing throughout the year. This is to be a living document to support your work and performance.

If you have any questions reach to Meeghan Milette (mharrin8) or Amy Snyder (asnyder) and we would be happy to connect!

April 2024 Events

Thriving as a Supervisor in the Multi-Generational Workplace

Supervision Collective Manager Meetups!

Join us for virtual discussions connecting managers and aspiring managers on topics of supervision.

April 2024

Thriving as a Supervisor in the Multi-Generational Workplace

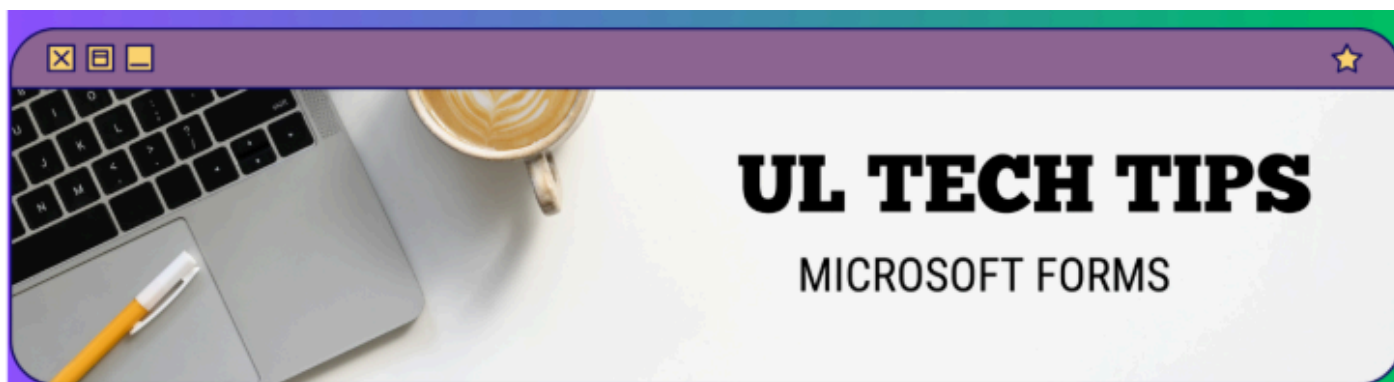
- April 11, 2024 at 2pm
- Registration:
<https://bit.ly/AprilManagerMeetup>

Want to learn more? Visit our website
[Supervision Collective Committee](#)



Register for Apr 2024 session

UL Tech Tips: Microsoft Forms



UL Tech Tips is a one-hour workshop dedicated to delving into the Microsoft 365 apps.

During this session, we will focus on Microsoft Forms, an intuitive tool that enables you to generate surveys, quizzes, polls, and various interactive forms.



**Date: APR 17, 2024
Time: 1:00 - 2:00pm
Location: MS Teams**

Learn how to:

- 1. create surveys, quizzes, and polls on Forms*
- 2. customize the appearance and functionality of your Forms*
- 3. integrate Forms into other Microsoft 365 apps*

REGISTER NOW



ORGANIZED BY UNIVERSITY LIFE PROFESSIONAL DEVELOPMENT

[Register here](#)

Apr 18 - Radical Chats Workshop: Managing Up, Down, and Across the Workplace

RADICAL CHATS WORKSHOPS SPRING 2024

Register: [Radical Chats Workshop Registration](#)



LET'S GET RADICALLY CANDID...

We are shifting our Radical Chats Cohort experience to Individual Workshops in Spring 2024!

If you are looking to grow your management and feedback skills please join us for any or all of the virtual Radical Chats Workshops! Content will be grounded in the Radical Candor Podcast in this interactive experience.



What are the Radical Chats Workshops?

- 4 Virtual Workshops, 60 Minutes Each
- Featured Topics:
 - Radical Candor Fundamentals
 - Giving & Receiving Candid Feedback
 - Managing up, down, across
 - Performance Management



Why should you ATTEND?

- Build language around Radical Candor
- Engage in conversations and content to grow your management skills
- Gain skills in engaging with the giving and receiving of feedback

Radical Chat Workshop Dates

Feb 15, 2024 @ 2:00PM - Radical Candor 101

March 21, 2024 @ 11:00AM: Giving & Receiving Candid Feedback

April 4, 2024 @ 1:00PM - Performance Management + Radical Candor

April 18, 2024 @ 1:00PM - Candidly Managing Up, Down, & Across in Your Work



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Questions? Contact Meeghan Milette (mharrin8) for more information

UL Focus Hour - Every last Friday of the month



GET IT DONE UL FOCUS SESSIONS

Are you tired of constantly battling distractions and struggling to get work done?

It's time to take back your focus and productivity!

Join us for a monthly focus session to provide you with the necessary environment and support to help you get your work done efficiently and effectively.

Bring your work, projects, reports, programs, etc. to our UL FOCUS ZOOM ROOM!

UL Professional Development will have some resources and lots of support to help you advance your priorities!

FRIDAY, APR 26 11:00AM - 12:00PM

**REGISTER FOR EACH SESSION AT:
BIT.LY/ULFOCUSSPRING2024**



SCAN HERE



ACPA & NASPA Conference Share Out

2024 ACPA & NASPA CONFERENCE SHARE OUT



University Life

IN-PERSON



APRIL 30

11AM - NOON
SUB 1 3008

VIRTUAL



MAY 2

11AM - NOON
ZOOM

REGISTER HERE: [BIT.LY/4AHHUWR](https://bit.ly/4AHHUWR)

REGISTER HERE: [BIT.LY/4AXS7IF](https://bit.ly/4AXS7IF)

To foster a knowledgeable community within University Life, the Training and Development committee is arranging two sessions for ACPA and NASPA conference share out.

Come engage with colleagues who participated in the NASPA or ACPA conference in March 2024 as they share out their insights and learning from these conferences.

We have two available sessions - in-person and virtual. Sign up today!

Contact: Meeghan Milette (mharrin8@gmu.edu)

Sponsored by University Life Training and Development Committee

Register for the In-Person event

Register for the Virtual event

ULife Connects Calendar



SPRING 2024 PROGRAMS



Check out other ongoing events on the UL Pro Dev Calendar

<https://ulprofdev.gmu.edu/calendar/>