LEAD-it-Yourself!
Train-the-Trainer Workshop

October 26, 2015
Seattle, WA

LiY! LEAD-it-Yourself! > Train-the-Trainer Workshop

Agenda

- Welcome, LiY! Context, Ice Breakers
- Bias Keynote
- Lunch
- Concurrent Topical Problem Solving Sessions
- Workshop Creator Demonstration and Exploration
- Break with Snacks
- Sounding Boards Activity
- Wrap up, LiY! Future Plans, Evaluation

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Round of Introductions

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LEAD-it-Yourself! Context

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The Evolution of a Department Chair Leadership Program

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2001 – present
UW local leadership workshops for chairs

2004
National Pilot

2005
Sloan-funded National Pilot

2006 – 2010
PAID grant:

LEAD workshop offered 2007, 2008, 2009

Luce funding for film distribution

2013
LEAD-it-Yourself!
PAID grant

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UW Thoughts on Workshop Speakers

- Have presenters use one (or a few) slide(s)
- Review all slides ahead of time
- Encourage presenters to touch base before session to prevent repetition
- Load talks onto one computer ahead of time

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More UW Thoughts on Workshops

- Have most sessions be a conversation
- Stay on track with your agenda
- Have diverse speakers and attendees
- Always be looking for good speakers
- Include good resources in binders

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LEAD-it-Yourself! Motivation

- Share expertise
- Exchange information
- Avoid reinvention
- Draw on national network
- Address diverse or local needs
- Teach "how to fish"
- Develop a **LEARNING COMMUNITY**

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LiY! Iterative Plan

LEAD-it-Yourself! Toolkit guidance

UW ADVANCE guidance

| LEAD workshops | Boise State Univ. remote site | Train-the-Trainer (T3) workshop | T3 remote sites | LiY! remote sites |

Get buy in and feedback!

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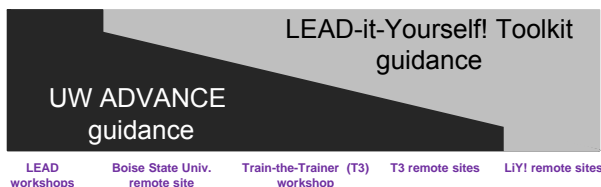
LiY! Core Values

- Weave in diversity
- Learn from peers
  - Workshop planners
  - Workshop attendees
- Advance STEM faculty diversity & inclusion
- Keep things active

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Goals for T3 Workshop

- Help you plan your workshops
- Help us create an effective LiY! website
- Establish a user community
- First look at LiY! website tools and topics

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How Today Will Work

- Learn from peers
- Meta-process
- Explore

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COMMUNITY BUILDING VIA "SPEED DATING"

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META PROCESSING INTRODUCTION

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BIAS KEYNOTE

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META PROCESSING BIAS KEYNOTES

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LUNCH

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CONCURRENT TOPICAL PROBLEM SOLVING SESSION

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Session Goals

- Identify what you want to get better at
- Practice in real-time
- Exchange promising practices
- Identify useful ideas to add to LiY! website

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Session Format

- Self-select to join topic of interest
- Identify key areas of concern
- Share promising practices
- Role play or try strategies in real time
- Spend 40 minutes in small group
- Report out insights – what would be useful to share back to LiY! website?

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Session Topics

- "Managing Speakers and Speaker Presentations"
- "Facilitating Case Study Discussions"
- Other topics from the group?

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Report Out

- Insights
- Ideas to share back out to LiY! website for future user community members

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WORKSHOP CREATOR

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Table Group Share Out (15 minutes)

With your table group share ...

- Green: What tools you currently use when planning workshops
- Orange: Any thoughts or ideas on tools we could provide to make planning workshops easier for you

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What we are working on ...

We have started building a tool--Workshop Creator--to help you plan and run your workshops and we need your feedback and ideas to continue the development process

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Workshop Creator

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WORKSHOP CREATOR DEMO

Please wait until after the demo to use the tool yourself

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Pair Up & Explore the Tool (15 mins)

- Work with someone from your institution if you are here together; otherwise, please find a partner to work with
- Use one laptop and explore the tool
- Note: The tool is in a draft state so there are many parts that are not working correctly

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Feedback Brainstorm (20 mins)

- One idea per post-it note
- Brainstorm with your partner or your whole table, whatever works best for you
- We want all of your feedback, positive and negative (you won't hurt our feelings!)

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Feedback Brainstorm (20 mins)

Using different color Post-It notes and 1 idea per note, identify features of the Workshop Creator that:

■ Yellow: You found useful

■ Red: You would rarely or never use

■ Pink: You would like to have added or changed (try to avoid feedback on aesthetics)

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Thank You!

- If you enjoyed providing this feedback, please consider signing up for more usability studies
- We usually conduct usability studies remotely using Google Hangouts. They last about 30 minutes and we can work with your schedule
- You can also always email me your feedback **susan.ra.evans@gmail.com**

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BREAK

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SOUNDING BOARDS

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What are Sounding Boards?

- Address a last burning question
- Peer feedback model
- Structured opportunity to work on own topic
- Based on model described in book *Every Other Thursday* by Ellen Daniell

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Sounding Boards Format

- Get into groups of 4-5
- Identify timekeeper for your group
- Each person gets **10 minutes** to work on an issue
- Timekeeper gives **warning when 1 minute left**

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Individual Time Format

- 10 minutes per person
- Describe issue. Share what has been tried (2-3 min)
- Specify **type of feedback wanted** (1 min)
- Peers ask clarifying questions and offer feedback (5-6 min)
- Make a **contract** at the end of your time to take action related to issue and include **timeframe** (1 min)

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Report Out

- Any insights to share with whole group?

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WRAP UP, EVALUATION, NEXT STEPS

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Final Takeaways

- Final Comments?

- What will you take back to your campus?

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What's Next?

- Offering your campus workshops
- Engaging this user community
- Building out LiY! website
- Usability studies
- Pilot institutions
- Program evaluation

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SC10

Iterative Design and Evaluation Plan

LEAD-it-Yourself! Toolkit guidance

Personal

UW ADVANCE guidance

Online

| LEAD workshops | Boise State Univ. remote site | Train-the-Trainer (T3) workshop | T3 remote sites | LiY! remote sites |

Get buy in and feedback!

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Evaluation

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W CENTER FOR WORKFORCE DEVELOPMENT
UNIVERSITY of WASHINGTON

- Evaluation of T3 workshop: longitudinal surveys
- Evaluation at remote sites: interviews and participant surveys

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SC9   T-t-T ====T3?
Stephanie Cruz, 10/13/2015

SC10   Also, make note this was seen already?
Stephanie Cruz, 10/13/2015

Evaluation Forms for T3

THANK YOU!