

- An environment where everyone is able to fully understand what is going on

How  
3

- Open communication ~~between~~ all departments

- ~~Rules~~ Rules are clearly defined

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1) Monthly all-staff meeting, maybe also a monthly fun/enrichment activity

2) ~~We~~ We need to have a clear/visible + current reference of who we are (boards/online/emails/ staff spotlights)

How

## healthy operation

- transparency across / in between each level of operation
- accountability " " (including leadership)
- role clarity
- professional conduct / conflict management
  - emotional intelligence
- promotion & availability of professional development & ongoing training
- address issues quickly & effectively

## how

- improved communication, including identification of central source for communication
- SWOT analysis
- identification of new structure
- staff training on:
  - conduct
  - conflict management
  - emotional intelligence
  - cross-training
- management training for leadership to be good managers & supervisors, addressing:
  - timely response
  - conflict resolution
  - onboarding new staff

# Healthy Operation

- Shared Culture
- Open communication and collaboration
- Equitable distribution of work load and resources
- Regular "pulse check" on employee and student satisfaction
- Effective use of time
- Representation across all segments of the greater team
- Willingness to hear and implement new ideas
- Integrating different cultures and ways of thinking and moving toward a unified mission
- Avoid change for the sake of change
- Good work/life balance
- Ongoing re-evaluation / training

How

## Building to the Future

- Create working groups across segments of the team to identify commonalities in their work, processes, etc., to compare and contrast to help determine what change is necessary and when to phase those changes into your work.
  - ↳ Avoid the "Top down" ~~strategy~~ model of change and leverage the knowledge of the people doing the work.

## What?

- 1.) Cohesive teamwork & communication
  - 1 common goal
- 2.) Accept/willingness to grow & evolve in rapidly changing environments.
- 3.) Define role responsibilities & responsibilities
  - clear & more concise
- 4.) Finding the value in the communication and being considerate of other's viewpoints.

## How?

- 1.) More consistency in terms of technology, IT procedures, & resources
- 2.) Clarity & transparency, stronger communication
- 3.) Training consistency for roles
- 4.) Maintain a steadier level of staffing.
- 5.) Consistent team effort across the board.
- 6.) Visibility amongst all degree schools.
- 7.) Flexibility
- 8.) Strategic planning for future endeavors.
- 9.) Understanding & respecting the diversity & dynamics of staff/faculty & their ideas and viewpoints.
  - + common goals.

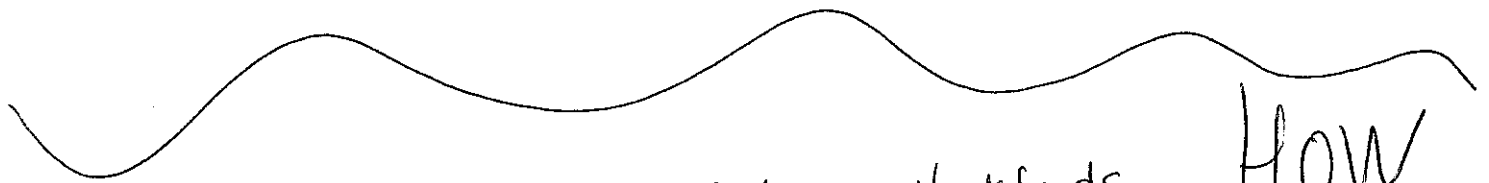
Clarify job responsibilities

What

Openness to Change

- not a competition
- working toward the same goal

Bullying needs to stop



Distribute job duties - Balance Workloads

How

Cross Training