

For the purpose of workplace training and joint projects for MRSSA members

An Invitation to MRSSA Members

The Develop, Train & Learn (DTL) Committee invites MRSSA members to submit proposals for group work-related development, training and learning activities.

As an MRSSA member you can start the ball rolling with your idea of a workshop or training session for your group, department, your like-minded colleagues, or your committees. Present your idea to a Develop, Train & Learn (DTL) Committee member and we can assist you in creating a valuable learning experience for you and your fellow MRSSA members. We can help you develop a comprehensive workshop or course. We can fund facilitation and development costs. We can also work with you and your department to determine co-funded opportunities. For complete information, please refer to the Process for Submitting Proposals attached.

Examples of possible activities:

- Building skills to assist members in 'career building' or moving to other areas in university
- Forming partnerships transcending departments or university areas (like collaborating with other university departments or a group of like-minded colleagues)
- Having workshops facilitated to develop competencies or support learning
- Holding retreats to build teams, enhance communications or adapt to change, with clear learning outcomes

Examples of activities funded by the DTL Committee in previous years:

- Team building retreats
- Strategic planning
- Conflict resolution skills for a team
- Sessions on customer service, conflict resolution and transition
- Effective meetings for committees and work teams
- A workshop on using voice effectively in department presentations to students

Send your request to one of the following Develop, Train & Learn Committee members:

Elaine B. (6308), Teresa N. (7767), Shermin M. (6369) or Colleen D. (6855)

Ask us any question! We look forward to hearing from you.

For complete application procedures see attached Process for Submitting Proposals.

Process for Submitting Proposals

Proposals for programs/workshops/courses can be brought forward for consideration by any member of the MRSSA on behalf of a group/department/faculty/MRSSA executive.

To access group funding, please write an application email addressing the following:

- the benefit or the desired outcome of the activity
- the number of support staff the activity benefits
- a description of the facilitators/company providing the activity
- the estimated, overall cost of the activity
- the amount of funds requested from the DTL Committee
- the collaboration with other departments, faculties, groups etc. the activity involves
- whether the staff have been funded previously by the DTL Committee
- whether the activity can be offered in an alternative format (for example, on-line or with alternative facilitators)
- potential matching funds available from your group/faculty/department/other sources
- other supporting information

The email must be received by a member of the DTL Committee a minimum of three weeks before the activity commences and for funding to be accessed in an academic year, before May 15th of that year.

Send to any member of the DTL Committee (please retain a copy of the request). The organizers of the activity may be contacted by a member of the Committee to clarify information.

Please remember that funding is to be used for the development of materials, course materials for participants, and facilitation only. Travel expenses for the facilitator will be reviewed and may be considered for funding. **Full payment to the facilitator(s) is the responsibility of the group/department/faculty requesting DTL funding.** The DTL Committee will reimburse costs outlined in the commitment letter once receipts and paid invoices are submitted and the report (please see below for a description of the components of the report), including all documentation required by the Committee, has been received.

- Incidental costs associated with the event, such as refreshments, rental of space, or equipment will not be funded.
- The amount of funding will be determined by the Committee within two weeks of receiving the proposal. The amount determined will be accompanied by a rationale from the Committee.

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- Proposals will be accepted or rejected according to the criteria established in the mandate for that academic year and the funding available.
- Evaluation criteria of the event will be established by the Committee in consultation with the organizers of the event.
- The organizers of the event may meet with the Learning & Development Consultant and/or another member of the Committee to discuss implementation of the activity, get sample contract letters, implementation checklists and other matters relating to the handling of the funds.

All fees and costs are paid by the group/department/faculty and then on receipt of all required reports and copies of invoices, DTL will send a cheque to the sponsoring group/faculty/department of the agreed funded amount.

Within 10 days of the completion of the activity, for which funding has been approved, a report will be submitted to the Committee which will include the following:

- a copy of the original request
- a written description and explanation of any changes that have been made to the original application
- the number of participants who completed the activity
- a summary or copies of all evaluations completed by the participants
- copies of paid invoices (all copies of paid invoices and report documents need to be sent to the DTL contact member within 10 days of the completion of the activity)
- a brief written summary of the overall value of the activity
- recommendations for future activity for your *[group/department/faculty]*

Funds in the form of one cheque made out to the requesting group/department will be released in a timely manner after the report on the activity and all the required components have been received by the Committee; however funds will not be released until the report and other required follow-up are deemed complete by the Committee. Alternative payment methods may be considered, but would require prior approval and completion of appropriate documentation/forms. If the activity takes place over the summer months, alternative arrangements may be made regarding payments. If the funds requested have not been distributed by the end of the financial year (June 30th) of the academic year in which they were requested, they will be reallocated for proposals in the following year.

Sample Proposal to the DTL Committee

The *MRSSA Member Group* would like to apply for funding for a team-building day to be held in August, 2010.

During the past year, the *MRSSA Member Group* has experienced considerable changes. Last fall, a number of initiatives were announced. One key support staff member was on a leave for the academic year and another began a maternity leave; another will begin a leave later this year; and four new support staff positions will be hired throughout this year. The *MRSSA Member Sub Group* will also be affected by staff changes. Overall, by the end of the academic year, the *MRSSA Member Group* will have had several significant position changes; it will begin the next academic year with a number of new support staff, a change in the volume of workload, and a need to respond to the university needs of degree programs.

The *MRSSA Member Group* is in need of a team-building day (6 hours), generally to learn about each other, define who we are and how we can work effectively together. *Facilitator* has been recommended as a suitable facilitator for the day. She held a successful session last August with our *MRSSA Member Sub Group* and has facilitated a number of sessions throughout the university on team building, conflict resolution and workload management. Her website is www.facilitator.web, which provides her background and program information.

An outline of the day would include a preliminary discussion of personal styles which would allow us to understand each other, explore our similarities and differences, and develop common practices to help us work together. We would use the Appreciative Inquiry process to define a successful team, define who we are as a team, and build consensus on what steps we need to achieve it.

The *MRSSA Member Group* requests from the DTL the cost of the facilitator, \$1,500; the *MRSSA Member Group's Department/Faculty* will fund the cost of the personal styles inventory, facility and refreshments at a matching cost of \$1,500. The date set is August 25, 2010 and the session will include all 24 support staff.

The *MRSSA Member Group* has requested funds from the DTL committee in the 2007-08 academic year and has been very appreciative of the support the committee has given to its staff development. Please contact me if you have any questions about the *MRSSA Member Group's* request.

Signed,

MRSSA Member Group's Representative

Email/Phone number