INSPIRE THE PRIDE

ADMINISTRATIVE & STAFF ASSEMBLY

DECEMBER 2019

Agenda

- Committee Members
- Message from the Dean
- Time Management with Ebony Smith
- Quiz Time
- HR Updates
- Next is Now - Media Technology Services
- Activity: Gift Wrapping Challenge

Committee Members

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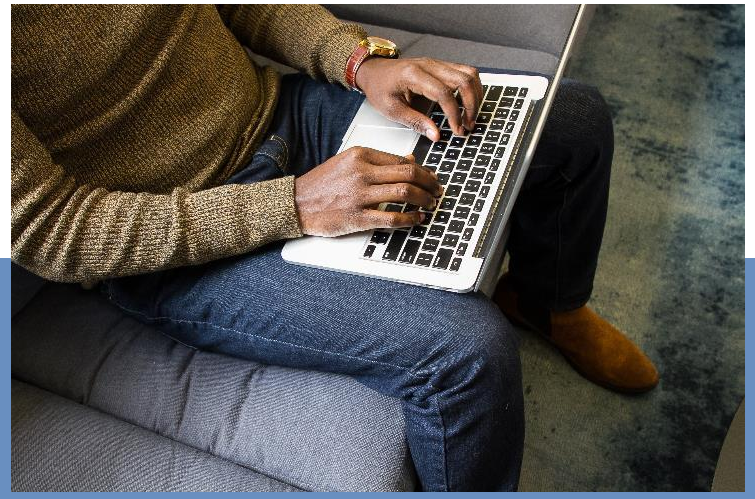
- Dean's Office: Priscilla Gomez
- Academic Affairs: Odalys De La Rosa
- Clinical Affairs: Priscilla Chaves
- Student Affairs: Camila Morales
- Finance & Administration: Jonathon Duncan
- FIU Health: Yucymy Martinez

Message from the Dean

Time Management with Ebony Smith

EFFECTIVE TIME Management

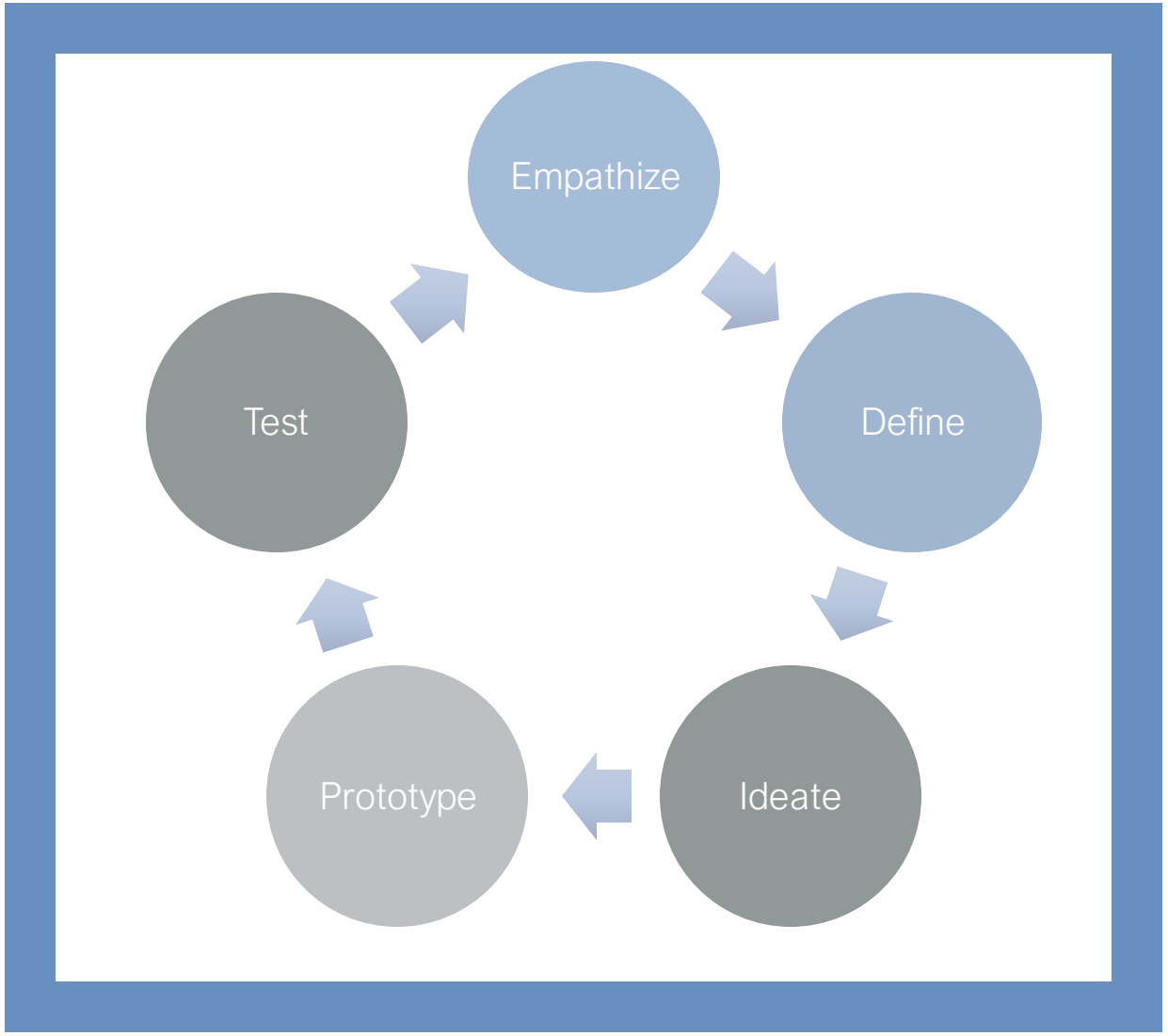


- ✓ NOTES & CHECKLIST
- ✓ CALENDAR APPOINTMENTS
- ✓ COVEY CLASSIFICATION SYSTEM OF VALUES & GOALS
- ✓ SELF MANAGED WITH FOCUS

Design Thinking

Simply put, design thinking is a method for problem solving.

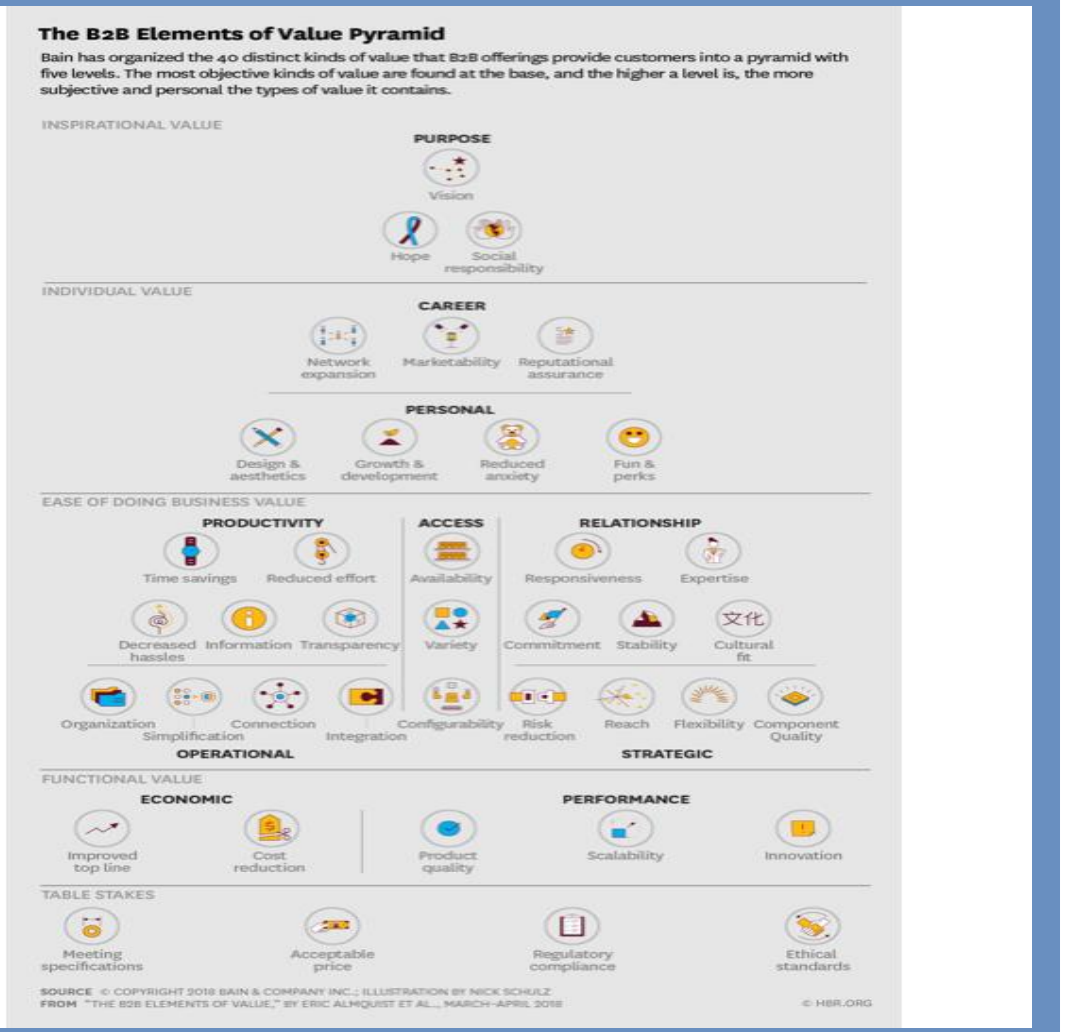
- Empathize: frame the opportunity, need, or problem
- Define: conduct user-centered research to understand the human context
- Ideate: Gather multi-disciplinary teams
- Prototype: Rapidly deploy and test with users
- Test: Incorporate what you've learned, launch, observe, and repeat



EFFECTIVE TIME MANAGEMENT

Elements of Value Pyramid

The model traces its conceptual roots to the hierarchy of needs that the psychologist Abraham Maslow first described in 1943. Then on the faculty at Brooklyn College, Maslow argued that human actions are motivated by an innate desire to fulfill needs ranging from the very basic (security, warmth, food, and rest) to the complex (self-esteem and altruism). Our elements of value approach extends those insights to people in corporate roles and their motivations for buying and using business products and services.



EFFECTIVE TIME MANAGEMENT

Definitions

DESIGN THINKING

Design thinking has a human-centered core. It encourages organizations to focus on the people they're creating for, which leads to better products, services, and internal processes. When you sit down to create a solution for a business need, the first question should always be what's the human need behind it?

CAPACITY

Capacity builds when we are able to step back and observe our self in action and open doors to new choices.

- Habits
- Behaviors
- Long held stories
- Our ways of making meaning
- Living in the world

USER CENTRIC DESIGN DESIGN

User-centered design (UCD) is an optimistic approach to invent new solutions. It starts with human beings and ends with the answers that are tailored to individual needs. Understand the people you are trying to reach, and then design from their perspective. UCD is both how you are thinking and what you are doing. Build deep empathy with the individuals you're designing for. Put your innovative solution out into the world.

CAPABILITY

The process of developing and strengthening the skills, instincts, abilities, processes and resources that organizations and communities need to survive, adapt, and thrive in the fast-changing world.

- **Clarity around role priorities rather than specific task priorities.**
- **Attention management skills rather than “time management” skills.**
- **A comprehensive workflow management system.**

EFFECTIVE TIME MANAGEMENT

SIX FACTORS FOR SUCCESS

- Work Flow Methodology
- Work Improvement Theories
- Attention Management
- Design Thinking
- 90/90/1
- 5 Small Wins

Workflow Methodology

The complexity of knowledge work today requires a **workflow methodology** that allows us to be intentional, proactive, and thoughtful. The basis of a useful workflow management methodology is the ability to make tasks and responsibilities easy to organize, track, and act upon.

EFFECTIVE TIME MANAGEMENT

WORKFLOW IMPROVEMENT THEORIES

There are many theories that businesses can use to improve their processes. The basic philosophies of these improvement theories take into consideration the company's experience, needs, and input to create the most targeted workflows.

Six Sigma

In a nutshell, this theory breaks down a process into minute detail. Six Sigma will help minimize variation by aiding in standardizing the workflow process.

Lean Systems

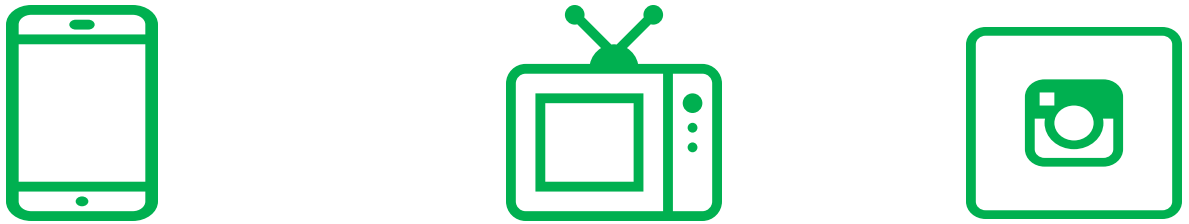
Lean works to improve the process workflow by constantly looking for improvement and ways to do more with less.

Total Quality Management

This system refines quality at each step to fine-tune the processes

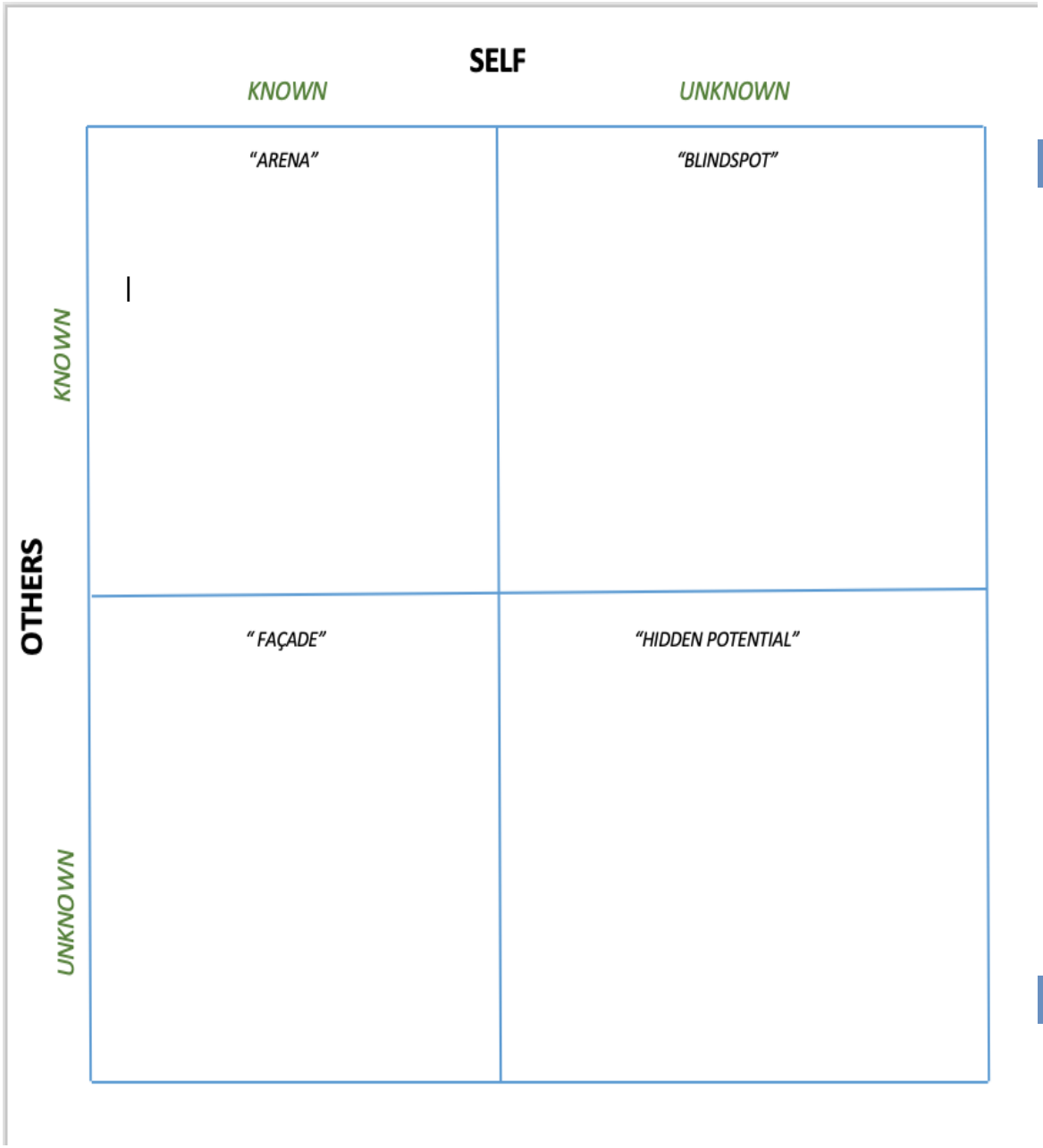
Total Business Process Reengineering (BPR)

A methodology that uses workflow management software to support Business Process Reengineering (BPR).

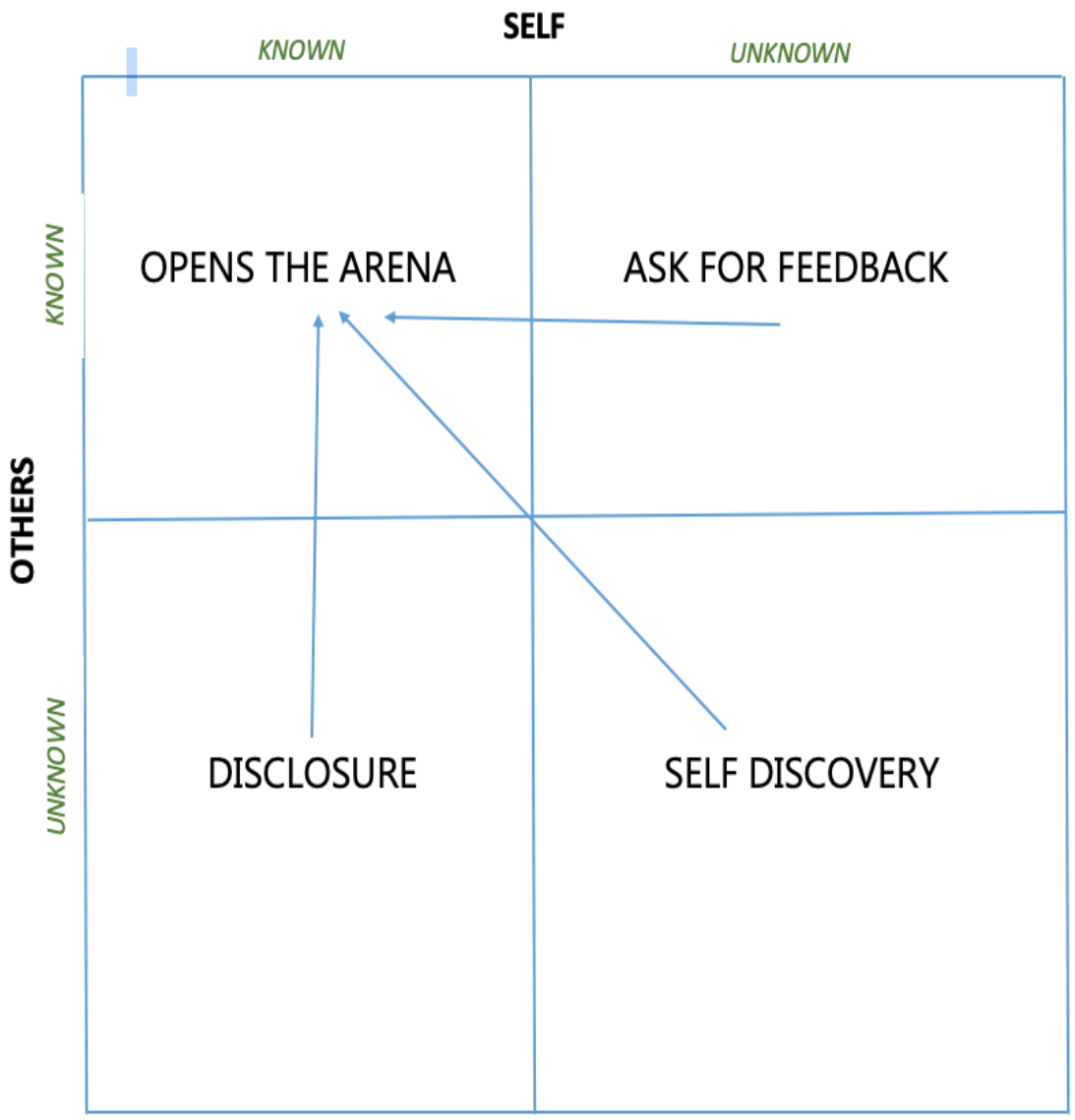


Attention Management

Attention management training teaches the ability to control distractions, single-task for higher-quality results, and engage in sustained (focused) attention when necessary, which should be a part of almost every day.

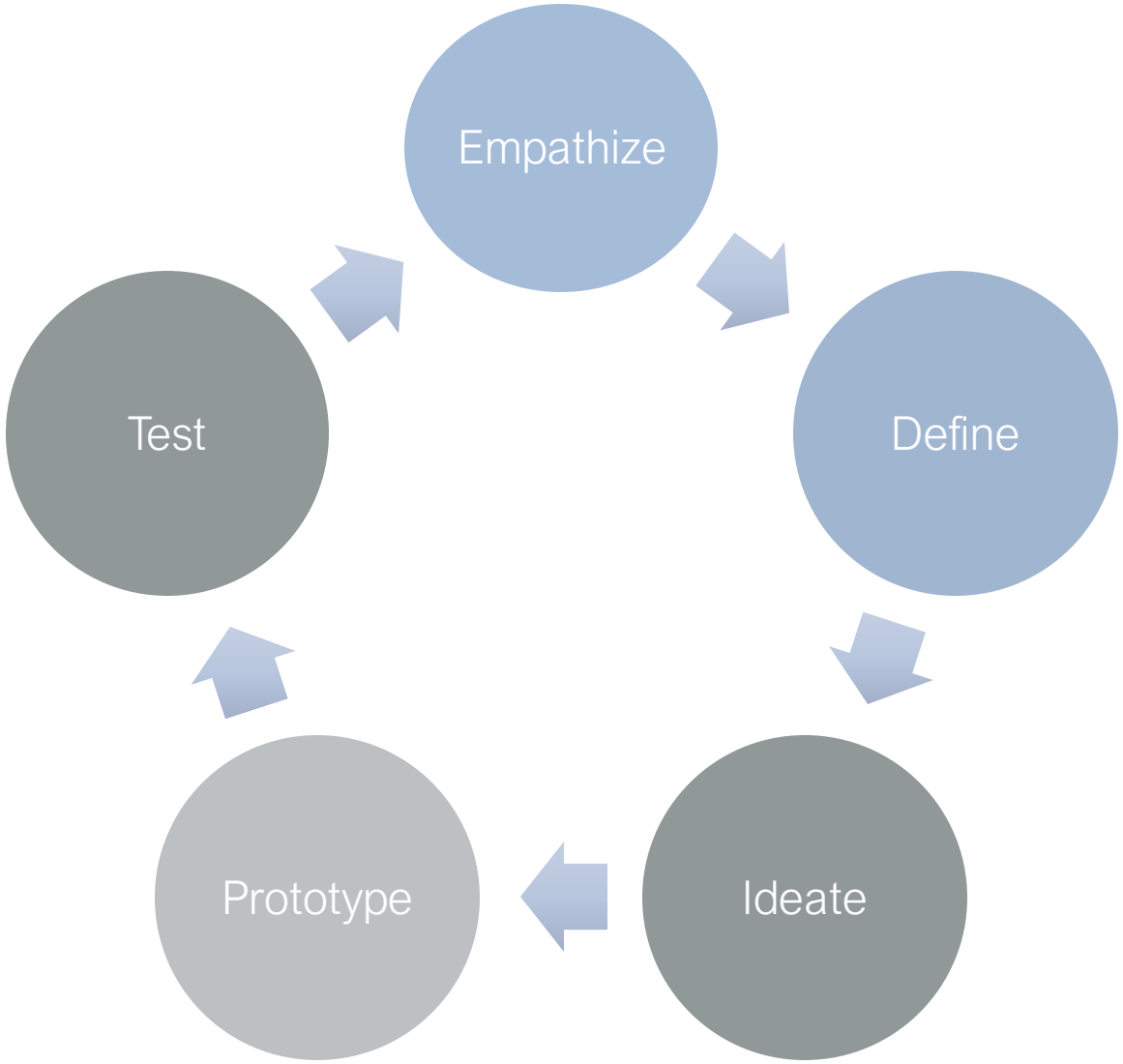


Johari Window



Johari Window

Covey Matrix



Design Thinking

90 days/ 90 mins/ 1 goal

60 days/ 60 mins/ 1 goal

30 days/ 30 mins/ 1 goal

For the next 90 days, the first 90 minutes of your work day, focus monomaniacally on your single most valuable project. I call it your game-changing move.

5 Small Wins

Thank You

EFFECTIVE TIME Management

Quiz Time!

1. Name one of the five steps involved in design thinking.

Quiz Time!

2. Name two of the six factors for success.

Quiz Time!

3. Name one of the workflow improvement theories.

HR Updates

FIU Perks & Services

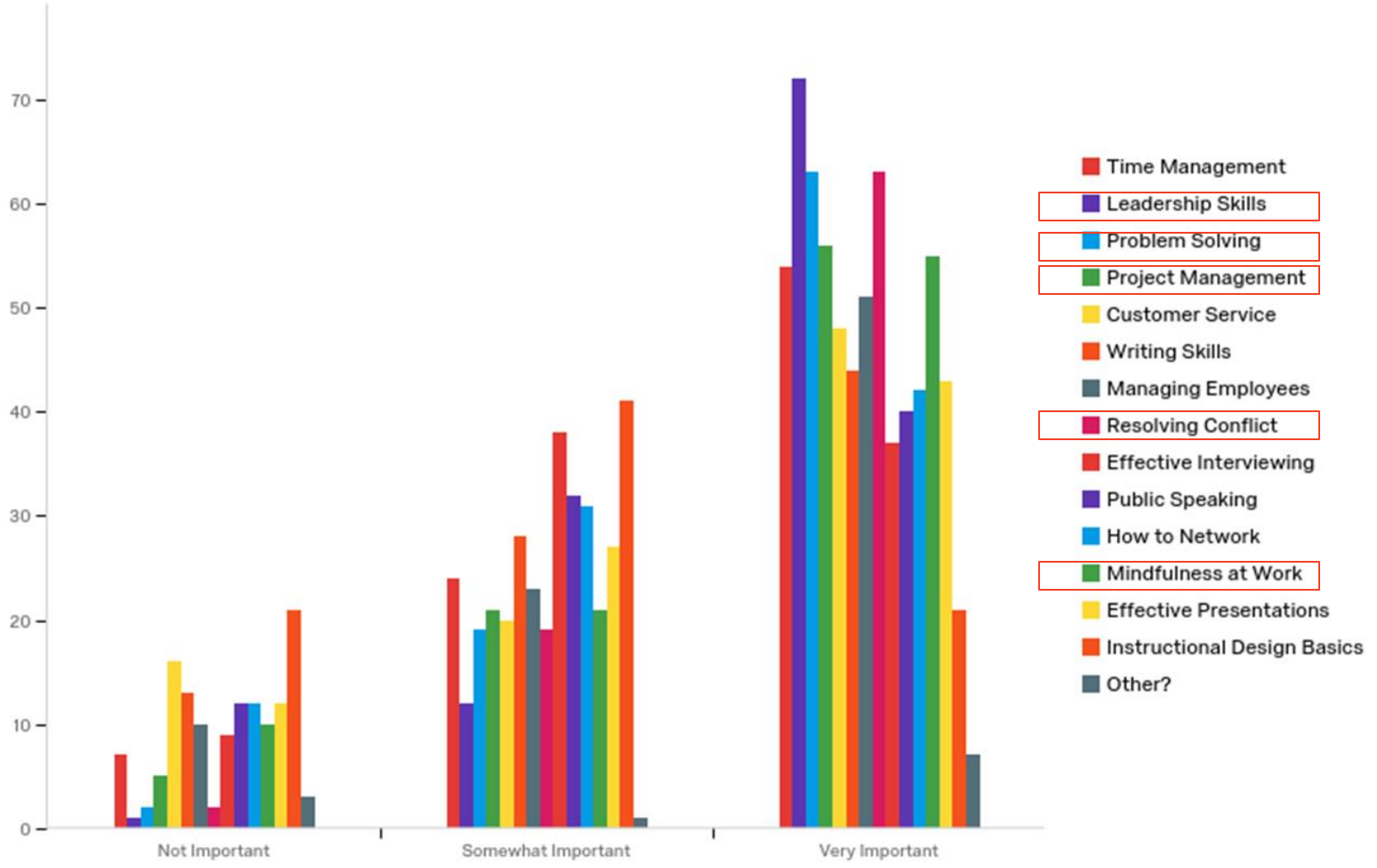
For More information visit:
https://hr.fiu.edu/employees-affiliates/benefits/perks-services/

Highlighted Perks

- *Auto Dealerships*
  - ✓ BMW, Ford, Nissan, & Toyota – Special employee pricing and monetary discounts
- *Rental Car Services*
  - ✓ Avis, Budget, Enterprise, Hertz, Jeep, Sixt – Up to 25% off
- *Cellphone/Wireless*
  - ✓ AT&T, Sprint, T-Mobile, Verizon- Up to 19% off
- *Education*
  - ✓ Tuition Waiver
- *Financial Planning Services*
  - ✓ Public Service Loan Forgiveness Program, banking institutions, & Tax preparation companies
- *Hotels*
  - ✓ Residence Inn, Choice Hotels, Marriott
- *Housing Serves*
  - ✓ Home financing companies, realtors
- *Legal Services*
  - ✓ FIU Law Practice, variety of law attorneys

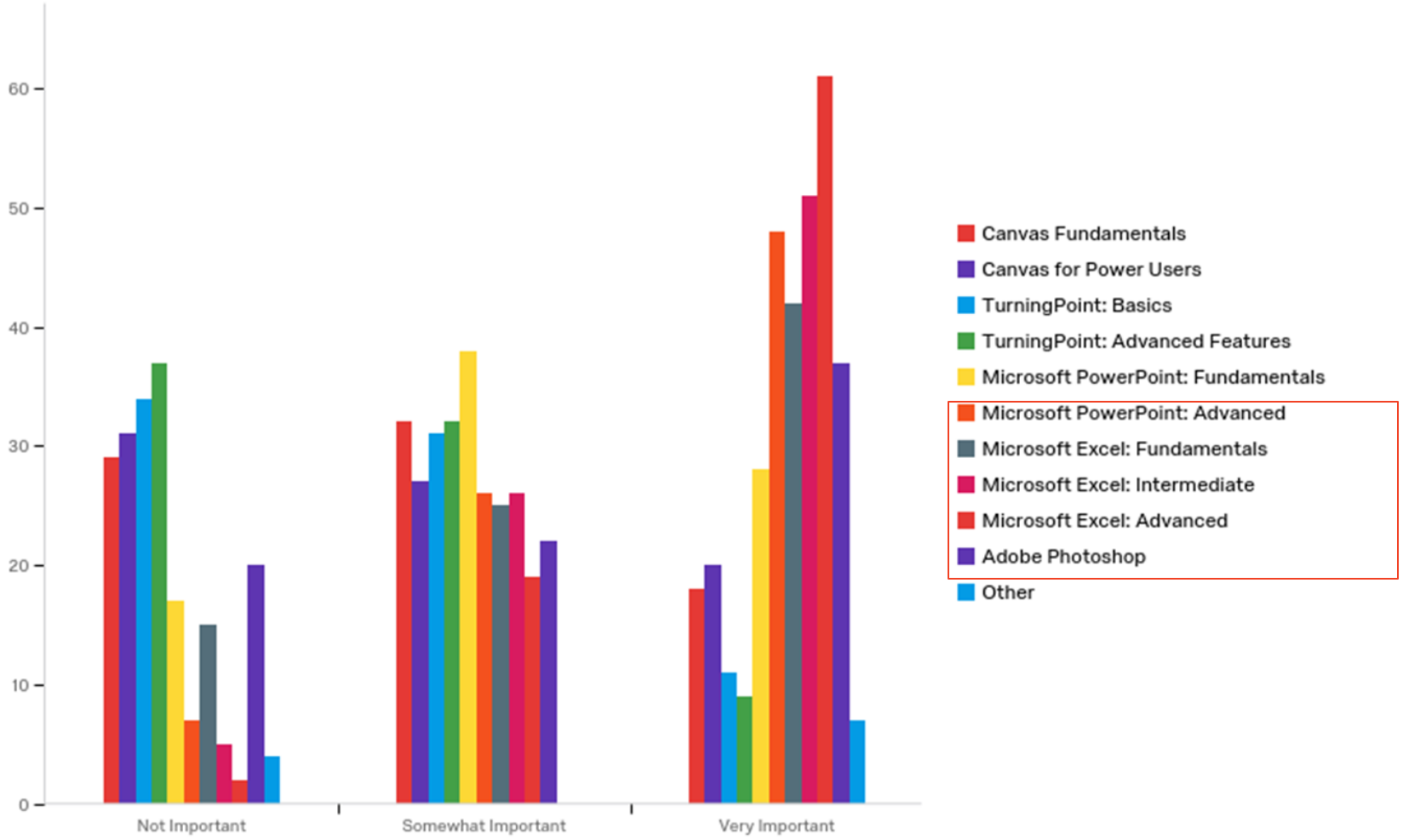
Professional Development Resources – Survey Results

Question: Please rate the importance of each training category as it relates to your own needs for professional growth.



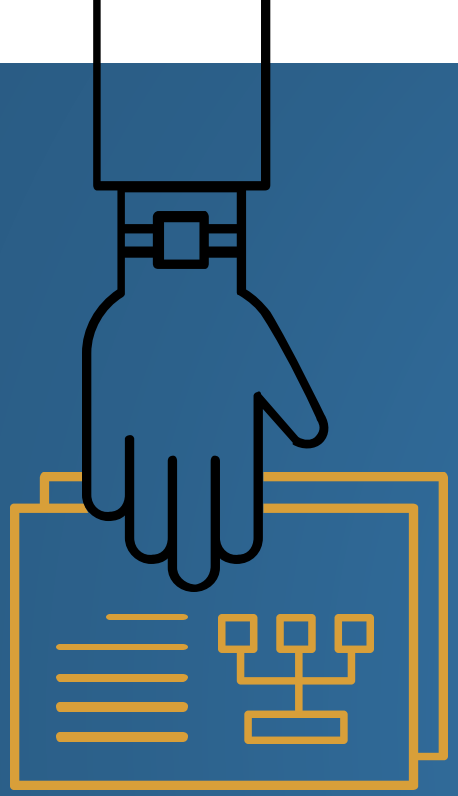
Professional Development Resources – Survey Results

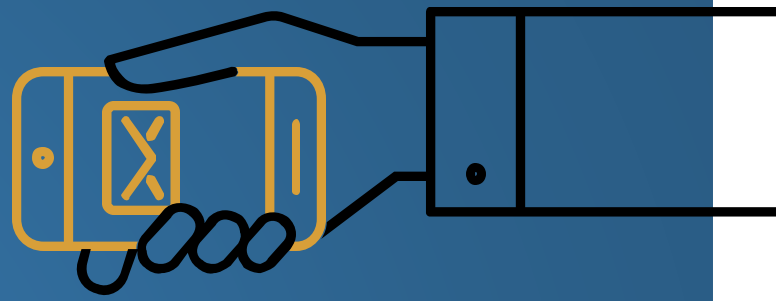
Question: Please rate the importance of the following technical/software training topics as they relate to your individual needs.



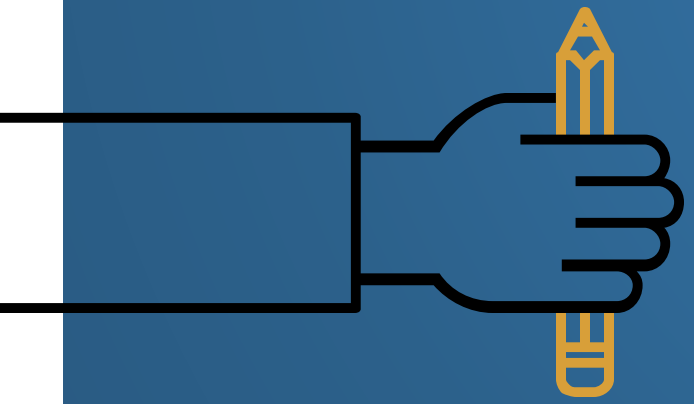
Professional Development Playlist Video

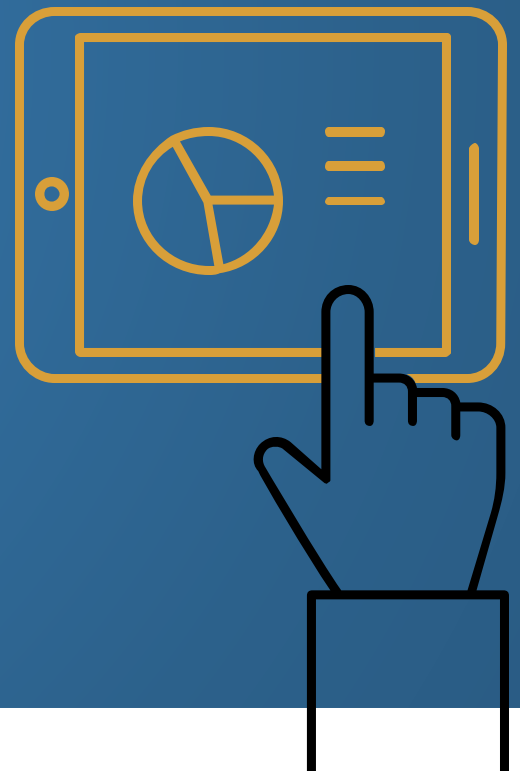
Next is Now





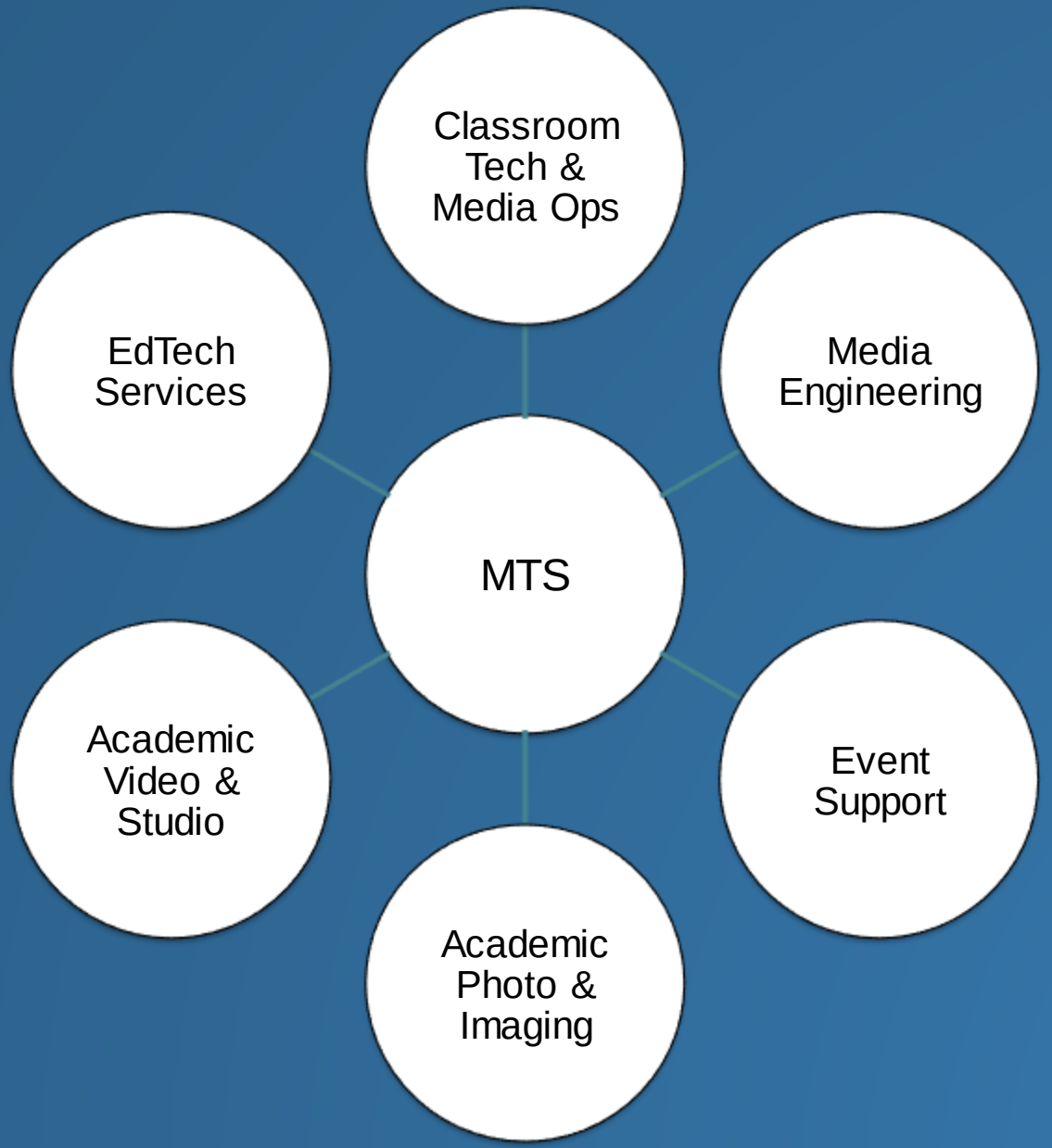
Media Technology Services





FIU | Information Technology

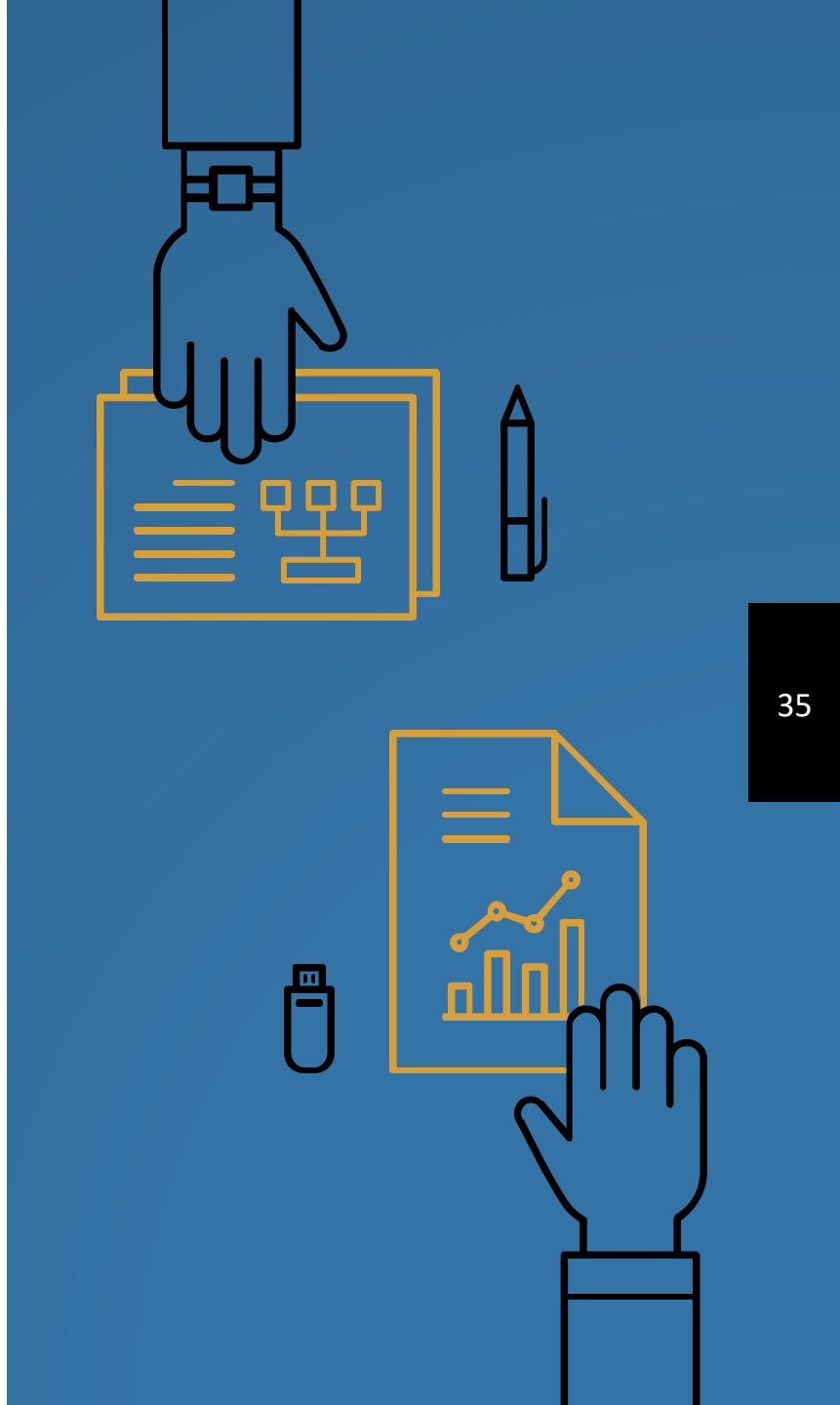
Who we are


Classroom Tech & Media Ops
EdTech Services
Media Engineering
MTS
Academic Video & Studio
Event Support
Academic Photo & Imaging

We offer a variety of **instructional technology services**

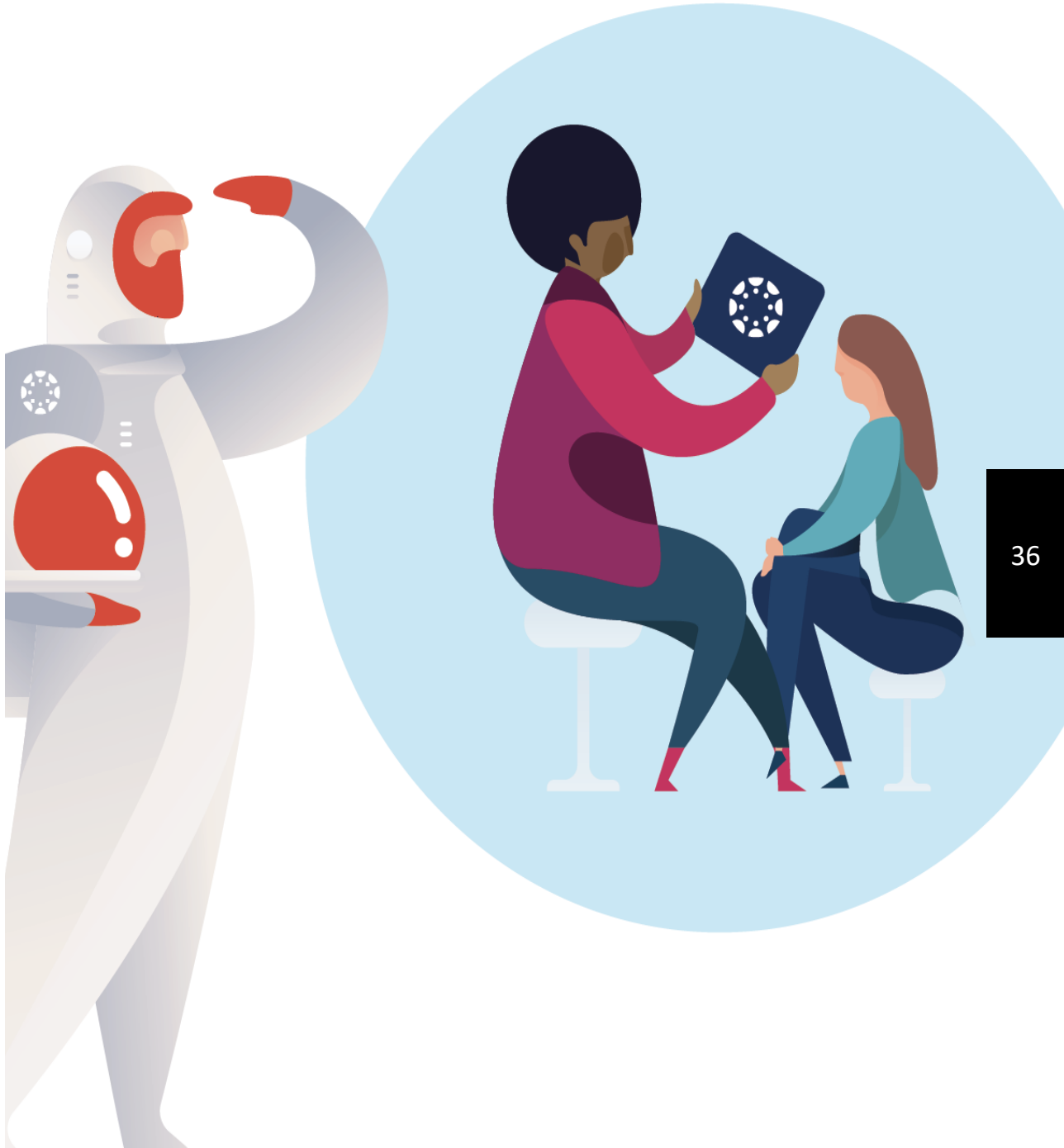
Help incorporate technology in and out of the classroom

Use our services to enhance and improve **student's learning experiences**



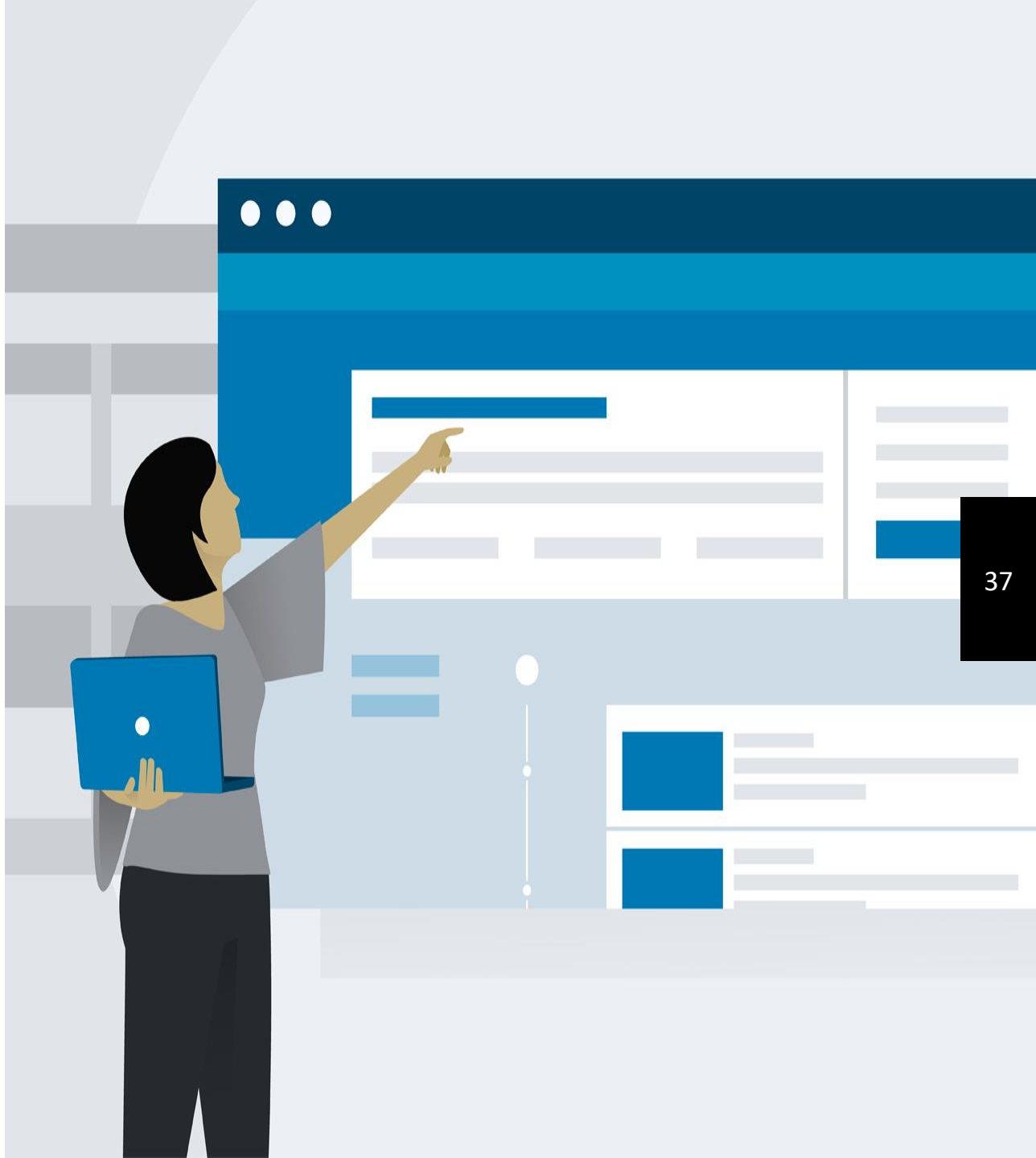
Tools We Support

- Canvas for F2F
- FIU Develop
- FIU Check-In
- Akindi
- Zoom
- LinkedIn Learning
- VoiceThread
- Mediasite



Training

- In-person or Online Webinars
  - Canvas
  - Word
  - Excel
  - VoiceThread
  - Zoom
- Custom Workshops for larger groups



Faculty Resource Center

- Lab space for instructors and teaching staff
- Walk-in support for EdTech Tools
- Meet 1:1 with instructional design staff

How can we assist you?

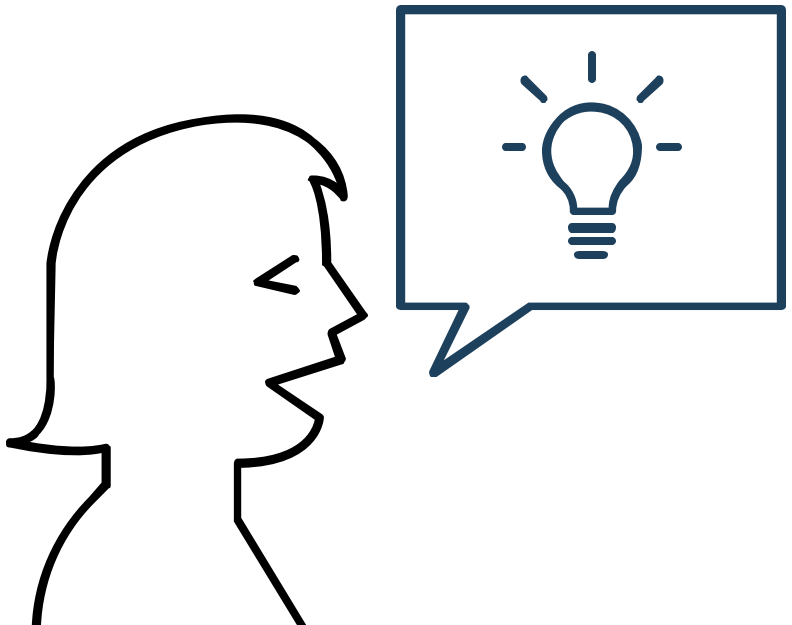
MMC Green Library Rm 150

BBC Academic One Rm 148

ecampus.fiu.edu

etshelp@fiu.edu

305-348-2814



Gift Wrap Challenge