Building Beyond Covid:

Coming Back Better Than Ever

October – December 2020

An Employee’s Guide to Resources and Development
Opportunities to Activate Reflection, Build Capability and
Enhance Your Impact
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Building Beyond Covid-19: Coming Back Better Than Ever

As individual contributors at the UofG, we have been and continue to face challenging times in responding to the changes in our work situations. While it has been difficult for many of us, we have responded remarkably well and have reason to feel confident in our capacity to adapt and be agile in how we work and deliver service. This next phase of returning and rebuilding beyond Covid-19 presents us with continued opportunities to draw upon our resources and strengths to contribute to and support the efforts in coming back stronger than ever.

To invite new thinking, leverage our strengths and confidence in our agility and open up possibilities to thrive in this next phase of Covid-19, we have identified 7 areas for focused action and provided resources and learning opportunities to help inform that action. Each area is outlined below and includes key drivers for a thoughtful and enlightened response to learning, staying healthy and achieving in this next phase of the pandemic and beyond. The 6 areas are all interconnected so enrichment in one will impact positively on the others.

This guide will be updated regularly as we continue to identify development needs and great resources, so be sure to check back regularly to discover the best development opportunities to support you to build your skills, strategies, tools and plans so that we can collectively come back even stronger.
Principles and Vital Actions That Make a Difference

Accept that everyone copes differently to stress and uncertainty. What we all need far more than ever is understanding, not judgement. We are each facing different circumstances, have different coping mechanisms, and are doing the best we can with what we have right now. The answer isn’t to expect others to respond like you, but to be generous in your responses. Show kindness and caring and help when you can.

Acknowledge that your colleagues’ and leaders’ home lives are relevant to you now. Many of us are impacted by needing to manage the new dynamics of working from home, and/or juggling children or loved ones that we need to care for. Many people are under pressures that we can’t always see and can’t fully understand. It is part of the current reality. Call on your patience more than ever and find ways to work around what may be things that annoy you or interfere with your interactions.

Notice when colleagues are feeling stressed or are struggling in some way and help them feel more ok with feeling off or overwhelmed, and where it’s helpful, offer positive support or a listening ear.

Additional Resources

- **App**: Mood Meter App by Drs. Marc Brackett and Robin Stern
- **Blog**: “How to Foster Compassion at Work” by Madhuleena Chowdury, June 8th, 2020.
- **Blog**: “What Your Colleagues Need Now is Compassion” by Amy Gallo, March 30th, 2020.
- **Book**: “Awakening Compassion at Work” by Monica Worline and Jane Dutton, 2017.
- **Book**: Permission to Feel: Unlocking the Power of Emotions to Help Our Kids, Ourselves, and Our Society Thrive by Dr. Marc Brackett

Invitation for Reflection

- Am I confident that I understand what compassion means and that I am perceived by others as a compassionate person?
- Am I asking others how they are feeling rather than assuming I know based on how I experience their behaviour?
- Am I practicing curiosity and understanding and trying not to be judgmental?
- Do I offer help to others in need?

"Wisdom arises from compassion. Be Compassionate. Be Wise."

- Dhriti
Development Opportunities

LIVE VIRTUAL PROGRAM: Personal Leadership at Work (5-Part Series)
(For Faculty and Staff)

Watch a video testimonial from former Personal Leadership at Work participants.

Description

Leadership is not a position or title. It is an outlook, a way of looking at the world and ourselves in it. Personal leadership is about taking leadership of our selves – of our experiences, our habits and behaviours, our emotional reactions, and our interactions with others in our personal and professional lives. Over the course of this program, you will deepen your understanding of your personal leadership, build your social and emotional skills to enhance your relationships, and discover your personal path to success in the workplace.

This virtual program consists of a commitment to: four 2 hour sessions and a follow-up session, completing an online emotional intelligence self-assessment and a confidential debrief session, completing brief readings and/or exercises in between sessions, and connecting with a peer-learning partner in between sessions to reflect upon and transfer your learning. To participate in this program, it will be important for you to use both your video and audio.

Program Focus:

- Create a personal vision of your personal leadership
- Understand your internal experience when you experience distress in your relationships
- Learn how to respond in times of stress, rather than reacting emotionally or habitually
- Identify your assumptions and how they may hold you back from more fulfilling relationships
- Build your capacity for “self-differentiation” to enable you to work through conflict effectively
- Understand the impact of your behaviour and actions on self and others
- Identify opportunities for self-care as a way to build your emotional intelligence and resilience
- Practice empathy and understand how it is different from pity or sympathy

Cost: There is a fee of $150 to participate in this program to cover the online self-assessment.

Cancellation Policy: Due to the costs associated with delivering this program, we ask that you cancel at least 2 weeks prior to the first session. Failure to do so may result in a cancellation penalty of $150 that will be charged to your department.

To register for the complete program you need only register for the first session. You will be prompted to enter your department’s 26 digit coding when you register.

Facilitator: Evelina Rog

Date & Time: Nov 5, Nov 19, Dec 3, Dec 17 with a follow up session January 21, 2021, all sessions run 9:30-11:30am

Register Online
Principles and Vital Actions That Make a Difference

Keep connected to your colleagues by staying involved in each other’s work. Schedule a 15-minute meeting with your colleagues every few days to discuss information updates, projects and priorities. Try to keep up with some social interaction. Plan a virtual team lunch, a Skype coffee break, or a digital happy hour to keep friendships and collegial connections going.

Consider how others like to be communicated with. Some people like communicating via email while others prefer talking on the phone, on a Teams call, texting, or using social media or instant messaging.

Keep your verbal and written communications relevant, short, concise, simple and direct. There is a burst of information sharing going on these days. Get noticed by being thoughtful with what you share and when.

Additional Resources

- Free Virtual Program: Develop Your Communication Skills and Interpersonal Influence, Learning Path by LinkedIn Learning.
- Free Virtual Course: Developing Cross-Cultural Intelligence: Working Across Cultures: A Path of Discovery, by LinkedIn Learning.
- Website: UofG’s GOAL 2.0: Performance Success Through Quality Conversations.

Invitation for Reflection

- Do you think you have the information you need to make good decisions about your work day-to-day? If not, what can you propose and to whom to try to get the information that would be helpful?
- What colleagues have you not connected with as often as you would like since Covid-19 hit? How will you build that connecting into your work routine on a regular basis?
Development Opportunities

GOAL 2.0 Training for Employees (Foundational Training)

What brings out your best at work? What supports your success? The GOAL 2.0 Training for Employees provides you with an opportunity to reflect on what you need to contribute your skills and efforts in a meaningful way and how to use GOAL 2.0 to engage in quality conversations with your manager to support your success.

GOAL 2.0 is the U of G’s performance success framework. It has support from the most senior leadership levels at the UofG, who have participated in GOAL 2.0 Training. With the incredible support and skill of up to 45 GOAL 2.0 Ambassadors across the UofG, initial GOAL 2.0 Training for Managers and Employees was rolled out in 2018-2019. This Employee Training session is intended for new employees and any employees who may have missed initial Training offered by their department/College’s GOAL 2.0 Ambassador(s).

At this session, you will have the opportunity to:

- Learn the GOAL 2.0 framework, including the three core practices of Connect, Adapt, and Align, as well as the quality conversations.
- Have an opportunity to engage in meaningful discussions about how you can benefit from and use GOAL 2.0 with fellow colleagues at the UofG

If you are new to performance success, this training will provide you with a foundation for your own success at work as well as how you can contribute to quality conversations with your manager.

There is no preparation required in advance of this session. We invite you to peruse the GOAL 2.0 website.

Facilitator: Evelina Rog, Senior Consultant, Learning & Development, HR, UofG
Date & Time: November 25, 2020, 9:30-11:30am
Register Online

LIVE WEBINAR: Grammar Matters
(For Faculty and Staff)

Description
Is it “who” or “whom”? “That” or “which”? Do your verbs agree with your subjects? To learn more about grammar and usage as well as tips for precise, effective editing, sign up for this 2-part online session offered by Andrew Vowles, senior writer/editor in U of G Communications and Public Affairs, and Lenore Latta, writing specialist with Writing Services in the McLaughlin Library. Discuss how to avoid common errors, how to communicate more clearly and how to polish your writing.

Facilitators: Andrew Vowles, Senior Writer/Editor, Communications and Public Affairs, UofG and Lenore Latta, Writing Specialist, Library, UofG.
Date & Time: This 2-part session runs Nov 17th and 19th, 2020, 10-11:30am
Register Online
LIVE WEBINAR: Social Media #UofG
(For Faculty and Staff)

Description
The University of Guelph (U of G) is known for its warm and welcoming environment on campus and beyond. U of G-affiliated social media sites and groups are an extension of our community and who we are. Social media continues to enhance the way we communicate, both as an institution and as individuals. It allows us to create a dynamic digital presence for the University of Guelph, and build valuable relationships with the public, university community and our stakeholders. The University of Guelph supports the use of social media for institutional purposes by employees to achieve the benefits of information-sharing, making connections and brand amplification.
Please review in advance Social Media guidelines and this website https://guides.uoguelph.ca/guides/social-media-guide/

What Participants Will Learn
- Social Media Best practices
- Navigating Guidelines
- Community Conduct
- Resources

Facilitator: Olya Yousefi, Manager, Social Media, Communications and Public Affairs, UofG.
Date & Time: November 20th, 2020, 12-1pm
Register Online

LIVE WEBINAR: Writing Effective Emails
(For Faculty and Staff)

Description
Email is one of the most important ways you communicate with others and represent yourself in the workplace. It's also one of the most challenging kinds of communication to get right. How can you get your message across and still strike the right tone? In this session, we'll talk about 10 simple yet powerful techniques for communicating more clearly and effectively in your email messages. This program is intended to engage participants in discussion and activities that will help them develop and practice key strategies for writing emails.

What Participants Will Learn
- Anticipating and meeting readers' needs
- Using language and formatting to make emails scannable
- Managing tone in emails

Facilitator: Kim Garwood, Acting Head, Learning & Curriculum Support, McLaughlin Library, University of Guelph
Date & Time: November 18, 2020, 12-1:30pm
Register Online
LIVE WEBINAR: Assertiveness in the New Virtual Work World
(For Faculty and Staff)

Description
This webinar is designed to explore how to practice deliberate and clear assertion in the online work world. This webinar is a great way to increase your on-the-job influence and rates of persuasion. It will teach you how to get the results you want through connections with your audience. It will also teach you how to maintain your comfort with assertively communicating in a virtual environment.

What Participants Will Learn
You will learn to:
• Increase your confidence; practice of using the screen body language techniques
• Handle interruptions, confused priorities, last-minute deadlines
• Increase your effectiveness as a communicator in every online interaction
• Ask probing questions to clarify positions
• Respond to the virtual struggle of finding your voice online
• Organize your speaking as purpose-driven: successfully clarify and challenge
• Express your ideas confidently without fear of ridicule

Facilitator: Diana Kawarsky, The Soft Skills Group

Date & Time: November 24, 2020, 9:30-11am
Register Online
Principles and Vital Actions That Make a Difference

Leverage the Moment. Identify what you have discovered about your capacity to adapt quickly to home-based work due to Covid-19; acknowledge your efforts, and decide how you can apply your strengths to come back stronger post Covid-19.

Stay open to understanding how the University landscape is changing and how the University needs to change and adapt to stay competitive and continue to provide a healthy and successful environment, excellent education, and world class research.

Adopt a growth mindset. Seek out challenges and focus on your efforts, see failure as an opportunity for learning and growth, stretch yourself beyond what you think may be your limits. These can lead to great success and happiness.

Additional Resources

- Assessment: Free growth mindset assessment
- Book: Emotional Agility: Get Unstuck, Embrace Change, and Thrive in Work and Life by Susan David
- Podcast: Checking In with Susan David

Invitation for Reflection

- What is one thing I resisted doing to adapt to working from home that I have found to be useful and am proud I accomplished?
- How do I typically react to changes that my boss tells me have to be made? Is there an opportunity for me to learn to take on a more positive, active, or curious response?
- What do I feel right not that “I can’t do,” that if I applied a growth mindset to, I could reframe as “I can’t, yet”?
The Fundamentals of Change and Transition
Change is a fact of life, but letting go of the familiar can be challenging. When individuals understand the need for change, and are resourced to manage it, they can transition with greater ease. Participants in this session will explore strategies, frameworks, self-care tools and resources to navigate the change process successfully.

Facilitator: Homewood Health

Date & Time: October 16, 2020, 12-1pm
Register Online
LIVE WEBINAR: How to Adopt a Growth Mindset to Adapt to the Future Now
(For Faculty and Staff)

"Fixed mindset makes you concerned with how you’ll be judged; the growth mindset makes you concerned with improving.”
Carol S. Dweck

Description
What leads people to be successful? Is it intellectual ability, hard work, or talent? According to world-renowned author and professor Carol Dweck, it has more to do with an individual’s mindset or beliefs about themselves. Individuals who believe that intelligence and ability is fixed tend to focus on proving themselves and will go to great lengths to avoid appearing unintelligent, which can prevent them from becoming successful and adapting to change. With the discovery of neuroplasticity, we know it is possible to change your mindset. Which mindset have you adopted in recent months? Longitudinal research is clear: we can all learn to adopt more of a growth mindset; with practice, new connections form in our brain that enable us to grow and even outpace our smarter and richer counterparts.

What Participants Will Learn
As a result of attending this session, participants will acquire the ability to:

• Describe why developing a growth mindset is more powerful than developing self-esteem
• Embrace the science that demonstrates that getting smarter is far more effective than being smart or having talent
• Reframe experiences of failure or mistakes as “not yet”
• Apply the principles and strategies to challenge your fixed mindset and to shift to a growth mindset to support your growth, adaptability, and success
• Intentionally select the language you use that support others’ learning rather than undermine it (you will never tell your kids they are smart again!)

Facilitator: Evelina Rog, Senior Consultant, HR Learning and Development

Date & Time: December 9, 2020, 9:30-11am
Register Online
“Well-being cannot exist in your own head. Well-being is a combination of feeling good as well as actually having meaning, good relationships and accomplishments.” – Martin Seligman

Principles and Vital Actions That Make a Difference

Keep Connected with Others. It’s clear that social relationships are critical for promoting well-being and for acting as a buffer against mental health issues for people of all ages. With this in mind, try to talk to someone instead of sending an email, speak to someone new, ask how someone’s weekend was and really listen when they tell you.

Actively build coping strategies to reduce the impact of the challenges of your given situation. Give yourself permission to experience your emotions and try to understand what is driving them, and what they say about what you might need. Make time to chat with loved ones. Get enough exercise and sleep.

Learn! Anecdotal evidence suggests that the opportunity to engage in work or educational activities particularly helps to lift your spirits and keep you engaged. The practice of setting goals, which is related to adult learning in particular, has been strongly associated with higher levels of well-being.

Additional Resources

- **Video:** The Secret of Becoming Mentally Strong Ted Talk by Amy Morin, December 4, 2015
- **Resources:** UofG Wellness@Work
- **Book:** Permission to Feel: Unlocking the Power of Emotions to Help Our Kids, Ourselves, and Our Society Thrive by Dr. Marc Brackett
- **Recorded Webinar:** How to Be at Your Best in Times of Crisis by Susan David and TED.

Invitation for Reflection

- What healthy habits support my mental health and well-being that I need to start or want to sustain?
- Who can I reach out and connect with over the next couple of weeks to see how they are doing and share my experiences?
- What learning opportunities can I engage in over the next couple of months?
Development Opportunities

LIVE WEBINAR: Beyond the Books
(For Faculty and Staff)

**Description:** Beyond the Books is a face to face session that will first provide participants with general information on the prevalence of mental challenges and illness. It will then help participants to identify signs of troubling behaviour and give them skills to engage in a preliminary discussion to determine if referral to a professional is necessary. Participants will also learn how and where to refer appropriately in a compassionate and effective manner. This session is designed for individuals who do not have ongoing relationships with individuals but whose roles are such that they may have one-off, in-depth conversations.

**Facilitator:** Jean Thompson, Wellness Educator, Wellness Education & Promotion Centre University of Guelph

**Date & Time:**
- October 28, 2020, 3-4:30pm
- November 10, 2020, 12:30-2pm

**LIVE WEBINAR: Emotional Resiliency and Customer Service**
(For Faculty and Staff)

**Description**
Whether it’s registering new students, supporting technology, or checking out workout equipment, customer service is one of the most common, important and challenging roles on campus. It takes perseverance and commitment to meet with staff, faculty, and students all day, every day to keep the wheels turning. The role can be very rewarding, but the daily interactions can also have a shadow side – dwindling positivity, stress, and anxiety. Software company Kayako found in a recent survey that customer service professionals are on average 6.8% less satisfied with their jobs over time as they were when they started. Penn State and the University at Buffalo analyzed data from a survey called the National Survey of Work Stress and Health and found that employees who interacted with the public drank more after work than those who did not. That represents a significant challenge to employee well-being. So what can customer service professionals do to make sure their roles are enjoyable and rewarding in the long term? While there’s no cure-all for stressful work, there are ways to keep spirits high and find meaning in each customer interaction: mindfulness, engagement and emotional resiliency.

**What Participants Will Learn**
This session is for anyone working in customer service that is looking to bring more serenity and satisfaction to their work. We’ll look at:
- How customer service interactions affect your mental health
- Strategies for dealing with difficult interactions
- How to approach situations where "everything is on fire"
- Staying emotionally grounded in your work, and tips for self-care

**Facilitator:** Jon Spenceley, Analyst III with Computing and Communications Services

**Date & Time:** November 12, 2020, 10am-12pm

[Register Online]
LIVE WEBINAR: Managing Your Mindset
(For Faculty and Staff)

Description
COVID-19 and the resulting implications have thrust us into challenging and uncertain times. Have you found yourself soothing with food, panic buying, calming with alcohol, binge watching the news or Netflix? We can’t control what is happening around us but we can choose our response so we feel some control over what is happening within us. In this session you will explore how uncertainty is impacting your thoughts and behaviours. You will also gain insights and strategies to help you manage your mindset and more consciously select your behaviours and activities to increase your ability to focus on being productive, reduce “buffering” emotions that cause things like emotional eating, be present and helpful to those you interact with and perhaps even explore your creative side.

This will be an interactive class - participation is voluntary. Bring your mindset challenges and buffering behaviours to the webinar because we will be opening up time for questions throughout the presentation.

Facilitator: Mel Savage, The Career Reset
Date & Time: October 27, 2020, 9:30-10:30am
Register Online

Establishing Work/Life Harmony - Oct 2, 2020
(For Faculty and Staff)

Description
Many of us feel overwhelmed by competing work and family demands. This session helps participants identify their key work/life stressors, clarify their values and develop skills and strategies to effectively prioritize their time and energy.

Facilitator: Homewood Health
Date & Time: October 2, 2020, 12-1pm
Register Online

Managing Time and Energy - Oct 30, 2020
(For Faculty and Staff)

Description
Time is a precious resource. The phrase “time=money” is certainly true in a business setting. Individuals require balance in their work lives so that they can meet both their job requirements and personal needs. Is it possible to manage time at work to be both satisfied and successful? This session will explore answers to this question.

Facilitator: Homewood Health
Date & Time: October 30, 2020, 12-1pm
Register Online
Stress Busters
(For Faculty and Staff)

Description
When stressors overwhelm us, effective techniques can help to bring us back to equilibrium. This session will explore all aspects of the stress response, focusing on practical tips and tools to bring us to optimal stress levels, thereby helping us to maximize our energy and performance.

Facilitator: Homewood Health
Date & Time: November 13, 2020, 12-1pm
Register Online

The Art of Relaxation
(For Faculty and Staff)

Description
Today’s life is fast-paced and leaves little time to relax and decompress. Greater pressure is being put on all of us to do more. The result is that many of us have lost the ability to sit still and simply be with ourselves. This session will explore personal stress triggers and review some practical, easy techniques to make brief relaxation moments a natural part of everyday life.

Facilitator: Homewood Health
Date & Time: November 27, 2020, 12-1pm
Register Online
Principles and Vital Actions That Make a Difference

Understand the difference between appreciation, recognition and gratitude and use all of them intentionally.

Identify how you prefer to receive appreciation and recognition so you can share your preferences with your supervisor.

Build the expressions of appreciation, recognition, and gratitude into your week. Start a gratitude journal. Share appreciation and recognition verbally, or write an email, an e-card or even a hand-written card.

Listen. One of the best things you can do for the people you work with is also one of the simplest: Put down your phone, turn away from your computer, and genuinely listen to them.

Tell people what you value about them. Doing this proactively — not because someone did something great or because you want something from them — is an incredibly powerful gift. It can positively affect how your colleagues feel about themselves, your relationship with them, and the culture of the team.

Additional Resources

- Blog: “Want to Be Happier At Work? Be Grateful” by Karlyn Borysenko, Nov 20, 2018
- Blog: “Gratitude Journal: A Collection of 67 Templates, Ideas, and Apps for Your Diary” by Courtney Ackerman, April 2020

Invitation for Reflection

- What do I value most in each of the members of my team? What would be a quick and meaningful way to share that with them?
- What is one way I can express my gratitude or appreciation to those who have helped me to cope, to stay connected, and to contribute over the past few months?
LIVE WEBINAR: Tapping into the Power of Appreciation and Recognition During Covid-19 and Beyond  
(For Faculty and Staff)

Description

Appreciation, recognition, and gratitude are a remarkably strong source of energy that we all possess. When we can tap into that powerful source of energy it can have a deep, positive effect on our work relationships and successful outcomes. In this session we will explore the science behind the impact of appreciation, recognition, and gratitude, what makes it such a dynamic force and the specific ways you can integrate these energy sources into your day.

What Participants Will Learn

As a result of this session, participants can expect to acquire the ability to:

- Describe the difference between appreciation, recognition, and gratitude and why it is essential to know the difference
- Explain the rewarding appeal of a focus on appreciation and recognition
- Recognize the positive performance and health impacts of appreciation
- Summarize the most effective appreciation and recognition actions that can make a real difference
- Identify opportunities for personal expressions of gratitude and explain the benefits
- Become aware of UofG’s Appreciation and Recognition Initiative and relate core elements to others and the benefits to them personally and to the University overall

Facilitators: Linda Watt, Director, HR Learning and Development, and Sarah Joosse, Wellness@Work Coordinator, HR

Date & Time: October 19, 2020, 1-2pm

Register Online
Principles and Vital Actions That Make a Difference

We can’t learn more simply by doing more. We must also reflect upon what we’ve done in order to change and grow. Build in time for yourself to reflect – everyday and in a systematic way – and don't leave unscheduled moments to chance.

Reflection is not a nice to have. Reflection is a driver of individual productivity and work quality. The benefits of incorporating five or ten minutes of reflection each week can be realized in improved employee performance.

Reflection doesn’t have to take up much time. A couple of ideas from Betterup – an organizational transformation company include: when transitioning from one activity to the next, pause for a brief moment to reflect on what was accomplished, why it was important, and the impact it had; conduct after-action reviews when projects are completed or an important milestone has been achieved. Engage project teams in discussions about what worked, what could be improved, and what learnings can be applied moving forward.

Additional Resources

- Blog: “Reflecting on Work Improves Job Performance” by Carmen Nobel, May 2014
- Blog: “How To Effectively Practice Reflection in the Workplace” by Michi Ancheta, August, 2018

Invitation for Reflection

- What is one thing I am proud of that I have been able to learn, contribute to, or support over the past few months?
- What are my preferred methods for reflecting? Do I do like journaling or note-taking or talking things through with others?
- What is the best part of my day and my week where I could build in 10 minutes of reflection? What will I commit to today?
Development Opportunities

LIVE WEBINAR: Planning & Prioritizing for Change- New Tactics for the New Game
(For Faculty and Staff)

Description
(Continuation of Managing Me at Home, some repetition, more advanced version).

Most people, when faced with change, uncertainty and pressure to go faster, plan less. Yet the productive, agile response is to stop, think and plan more – shorter planning cycles, more frequent check-ins, and of course, more contingency planning. This highly engaging virtual session will provide you with immensely practical planning strategies to help you thrive in the new game of constant change.

Priority Mapping (intermediate planning).
- Stopping, thinking and adjusting for change. Reconciling changing priorities with long term strategy and direction. Making thoughtful (not reactive) choices about what is and what is not a priority for the month ahead.
- Creating a Priority Map. Translating our strategic priorities into clear, meaningful, actionable objectives for the month ahead.
- Powerful Aligning Questions. Not assuming, but rather checking and double checking with our leader and team so that we’re clear, confident and working off of the same page.

Paying Priorities First (weekly/daily planning).
- How to apply smart strategies for proactively carving out time for our key strategic priorities. (instead of waiting for a “good time” when there’s nothing else to do, and no more change or uncertainty.)
- New planning disciplines for a new game. Highly practical tips and best practices to help us bring increased focus, agility and consistency to our planning.

Triaging change. How to prioritize, and if necessary, push back on, incoming tasks, requests and issues.
- How to “resist the noise” of technology (email, IM, Social Media) and create small windows of high quality, undistracted focus time.
- Good questions and other strategies to help us diplomatically push back on lower priority requests and tangents.

Facilitator: Doug Heidebrecht
Date & Time: October 22, 2020, 9:30-11am
Register Online
“We should all consider each other as human beings, and we should respect each other.” Malala Yousafzai

Principles and Vital Actions That Make a Difference

- Encourage all Staff and Faculty to contribute their ideas and undertake work in a way that is fair and inclusive.

- Actively prevent harassment, work bullying, discrimination and disrespectful behaviour through the provision of training and communication of policies and clear expectations.

- Promote cultural awareness and the benefits of Respect, Equity and Diversity.

- Protect and promote the occupational and personal health, safety and wellness of UofG faculty, staff and students.

Additional Resources

- UofG Diversity and Human Rights Module: [Principles of Belonging: Anti-Oppression & Anti-Racism Training Module](#)

- Website: [UofG Diversity and Human Rights (DHR)](#)

- Website: [UofG Wellness@Work](#)

Invitation for Reflection

How am I demonstrating the values of respect, diversity and inclusion at work?

What steps am I taking to learn more about how the people around me experience the workplace?

How can I continuously enhance my understanding of the discrimination and exclusion experienced by individuals from marginalized populations?

What is my commitment to my personal health and wellness?
Safe and Respectful Work Environment

Development Opportunities

LIVE WEBINAR: Transforming Power, Prejudice & Privilege: Building Equitable, Diverse & Inclusive Organizations
(For all Employees: Leaders, Staff, Faculty)

Session Description

Recognizing that our social structures and personal biases can get in the way of our commitment to respecting our colleagues, students, and other members of the UG community, this interactive workshop engages themes of power, prejudice, and privilege in a manner that honours all voices in the room while also challenging the biases and structures that privilege some over others and damage the possibility of healthy, diverse relationships and learning communities.

The two 2-hr. sessions will include: definitions & foundational principles (re: prejudice, racism and other “-isms”); the human need for belonging; the realities of the us-them dynamic; the trajectory toward dehumanization; the difficulty of getting into another’s shoes, etc.); reflection and dialogue regarding the realities / experiences of prejudice, racism, and other “-isms”; microskills for responding to incidents of prejudice and racism as they arise; tools & concepts for transforming Power, Prejudice and Privilege.

Facilitators: Betty Pries and Kayla Charles, Credence & Co
Date & Time: 2-part program running October 21st and 29th, 2020, 9:30-11:00am
Register Online

LIVE WEBINAR: Sexual Violence Prevention
(For all Employees: Leaders, Staff, Faculty)

Session Description

This training provides staff and faculty with skill development on responding to disclosures of sexual violence, supporting survivors, and understanding Sexual Violence Policy obligations.

Facilitator: Meaghan Morris, Counselling Services
Date & Time: November 23, 2020, 9:30-10:30am
Register Online
LIVE WEBINAR: Acknowledging Indigenous Lands
(For all Employees: Leaders, Staff, Faculty)

Session Description
Have you ever wondered about the statements said at the beginning of events? Do concerns about making a mistake hold you back from trying?

Despite becoming more common as an act of reconciliation, the context behind and process for acknowledging Indigenous lands is not always understood or discussed. Participants in this session will gain a greater understanding of:
- The intention and meaning behind why land acknowledgements take place, and
- How to develop their personal practice for acknowledging the land.

Facilitator: Cara Wehkamp, Special Advisor to the President on Indigenous Initiatives, UofG

Date & Time: December 1st, 2020, 2-3:30pm
Register Online

LIVE WEBINAR: Privacy & Access to Information 101
For all Employees

Session Description
This session will provide an overview of access to information and privacy legislation relevant to the University of Guelph, with specific emphasis on Ontario's Freedom of Information and Protection of Privacy Act (FIPPA). Attendees will learn about recent developments in access to information and privacy law and how it affects the work we do, and the records we keep.

Program Focus:
The session offers recommendations for best practices in handling a variety of record types, and will emphasize particular considerations for those handling various types of personal information.

Facilitator: Kristin Ingoldsby, University Secretariat

Date & Time: November 17, 2020, 9:30-10:30am
Register Online