

## **Module Title:** Transitions

### **Module Timeline:** May

**General Purpose:** Module asks staff to develop a 5 minute presentation or some other creative means of reflecting on one specific SMART goal, turning feedback into actionable steps, and incorporating their experience as an RA into their future goals and aspirations.

### **Outcome Connection:**

- 1. Staff members will be able to articulate how to align their current experience with long-term goals.*
- 2. Staff members will be able to utilize an audience-centered approach in communication*
- 3. Staff members will be able to convert self-assessment and performance feedback into action oriented improvement strategies.*

### **Module Goals:**

- 1. Staff will utilize their fall and spring performance appraisals to begin a practice of turning feedback into actionable steps.*
- 2. Staff will synthesize the module experience into their future plan, specifically SMART Goals and Audience Centered Speaking.*
- 3. Staff will learn about the various stages of group formation and create strategies for moving through the final stage.*

### **Module Implementation:**

- **This module will be introduced during the last building staff meeting in April.**
- **Each RHC/HD will choose a date in May for the staff to present.**
- **On the presentation date, each staff member will have 5 minutes to share their project.**
- **Staff will have the opportunity to offer comments and help related to the “presentation”.**
- **After all staff present, they will discuss Tuckman’s stages of group formation.**
- **Staff will work together to brainstorm strategies to move the staff through the adjourning stage.**

### **Presentation Guidelines –**

- This module is designed to be a reflection of the year. As staff create their projects, they are encouraged to think of all modules.
- Staff members are to create a 5 minute “presentation” they will share with their building staff members. The presentation can be a Powerpoint or Prezi, but staff are not limited to those means alone. Creativity for these projects is encouraged!

- Staff must specifically include 3 different modules from the year in their presentations. The link must be clear and explicit. Staff may choose to incorporate more than three.
- Staff must also include 2 pieces of feedback from their fall and/or spring performance appraisals turned into specific action steps. These pieces of feedback can be positive or an area for growth. These action steps can relate to the RA job (if staff members are returning) or action steps for being a student the next year or even as staff begin their careers.
- Finally, staff must revisit one SMART goal from the fall in their presentation. Questions to consider: How did you accomplish this goal? Why haven't you finished this goal yet? What made you successful in completing the goal? Is there any follow up or additional goals that came as a result of completion? What steps are you going to take to accomplish this goal?
- Reminder – projects are not limited to Powerpoints or Prezi's. They can be an interpretive dance, a collage, or some other creative way of showcasing the year.

#### **Module Tools:**

- **Article on Group Formation – see attachment**
- **Website on Feedback into Action Steps - <http://www.lumus.co.uk/resources/360-degree-feedback-into-action.htm>**