University of Hawaii – Windward Community College
Staff Development
POST GRANT REFLECTION

Procedure
1. Complete this form-fillable report.
2. Submit your signed report to the Chair of the Staff Development Committee not more than 30 days following the project completion date.

<table>
<thead>
<tr>
<th>Grant Applicant</th>
<th>Dawn Poh</th>
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<tbody>
<tr>
<td>Title of Proposal / Project</td>
<td>Attend LERN annual conference in Portland, OR</td>
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<tr>
<td>Date of Project</td>
<td>11/15/17 - 11/18/17</td>
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<tr>
<td>Amount of Grant</td>
<td>$1000.00</td>
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Describe the information, knowledge, skills gained from your project.
This conference was extremely beneficial. There were multiple hour-long workshops/seminars throughout each day to choose from. I was fortunate to attend one all-day pre-conference seminar on Operations and Staffing. The presenter was very informative, and I learned ways to improve productivity and client (student) service. Maximizing the work of the limited staff in our department is very important, and is best done by having defined roles. I learned that it is critical to focus on what the position entails, not the person assigned to that position. Other knowledge gained is that creating a one year plan is critical to job performance/outcomes, making sure that job descriptions are up to date, and learning to accept and embrace change, along with focusing on program quality to ensure success.

Describe how you will apply your experience to further the College’s mission to provide quality post-secondary education.
All of the workshops were informative in providing ways/suggestions to improve and provide quality education. We can increase our program effectiveness by learning and implementing methods geared to the problems faced by our students, and applying the appropriate interventions. Additionally, a workshop on Google tools was extremely valuable in providing time-saving tips that I can use to perform my job more effectively (short-cuts, spreadsheets, team building tools). Learning to use action plans to identify talents and strengths, and to increase staff well-being was also very worthwhile.

Describe how you will share your experience with your office, department, or the faculty/staff at large.
I have already shared my experience with my program coordinator and staff in my office, and will provide a brief summary of what I learned at a future departmental meeting. Additionally, we are taking steps to increase student recruitment and retention by implementing suggestions and ideas provided at the conference. This is a difficult area for the CNA student demographic, as many of them have personal/family/work issues that preclude them from completing the course.

Signature of Grant Applicant: [Signature]
Date: [Date]

Staff Development Committee’s Actions
☑ Accepted
☐ Not Accepted

Chair, Staff Development Committee: [Signature]
Date: [Date]

Created 12/13/12