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>Sharon Nakagawa</th>
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<tbody>
<tr>
<td>Title of Proposal / Project</td>
<td>WACUBO Pacific Rim Workshop Series 2018</td>
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<tr>
<td>Date of Project</td>
<td>February 27, 2018 - March 1, 2018</td>
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<tr>
<td>Amount of Grant</td>
<td>$725.00</td>
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**Describe the information, knowledge, skills gained from your project**

The first day of the workshop I attended the Coach Approach workshop which was interactive and thought provoking. It taught me that one of the most important skills in communicating with my staff is to listen to understand what they are saying. For me to be an effective supervisor I also have to be able to provide positive feedback and when relaying unpleasant information I have to make sure they understand the reason for my decision or action so that they can be "on board" with me. On the second day I attended the Lean Process workshop which focused on how to better manage your time and get tasks done more efficiently. The workshop introduced different methods as to how we can achieve a leaner process in our daily office procedures. On the last day of the workshop series I attended the 3 C's of Budgeting. It gave me a clearer understanding of how UH/UHCC creates our budgets and the different factors that need to be considered when making budgeting.

**Describe how you will apply your experience to further the College’s mission to provide quality post-secondary education.**

Although the Business Office is a Institutional Support department that is not directly associated with educating our students, our department’s core value is Serving and Supporting with Aloha (He punawai ka he wale ke aloha). Attending these workshops help to achieve our core value and mission statement by trying our best to support our faculty, staff and students.

**Describe how you will share your experience with your office, department, or the faculty/staff at large.**

I plan to introduce the ideas and techniques that I have learned a little each time at our office staff meetings. I have already given them an overview of what I learned and asked them to look at one of their processes and evaluate it to see if we can make it a "leaner" process. Also, I will be discussing with the Administrative Services supervisors some techniques regarding the coach approach as well as developing leaner processes that they can apply to their areas of responsibility during our semi-monthly meetings.

**Signature of Grant Applicant**

![Signature]

**Date** 4/2/18

**Staff Development Committee’s Actions**

☐ Accepted  □ Not Accepted

**Chair, Staff Development Committee**

![Signature]

**Date** 4/5/18

*Created 12/13/12*