University of Hawai'i – 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>Stephanie Kashiwaeda</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Proposal / Project</td>
<td>WACUBO Pacific Rim Workshop Series Honolulu 2018</td>
</tr>
<tr>
<td>Date of Project</td>
<td>2/27/2018 - 3/1/2018</td>
</tr>
<tr>
<td>Amount of Grant</td>
<td>$725</td>
</tr>
</tbody>
</table>

Describe the information, knowledge, skills gained from your project
The three-day workshop consisted of Coach Approach to Performance Management, Lean Process Improvement, and 3 C's of Higher Education Budgeting. In the Coach Approach, we had extensive interactive exercises to identify the importance of communication & listening, working as a team, and providing guidance for peers, leaders, and others involved in a work setting with a coaching approach or mindset. In the Lean Process Improvement, we received many tips & tricks on how to refine our daily routines to cut down on wasted time and become more efficient, productive, and effective as an individual and as a team. In the 3 C's of Higher Education Budgeting, we saw different angles of how budgeting works and exercised how to create and manage them in a University (or higher education) level institution.

Describe how you will apply your experience to further the College’s mission to provide quality post-secondary education.
Applying my experiences from the Coach Approach will help to strengthen and improve the communication and teamwork with colleagues in my office, as well as everyone else that I will work with on/off campus. Applying my experiences from the Lean Process Improvement will help to use my daily activities at the office as efficiently as possible, to increase productivity and effectiveness to complete larger workloads in a timely manner with less delay. Applying my experiences from the 3 C's of Higher Education Budgeting will help to understand and assist departments more efficiently when discussing budget for new or existing grants. Putting everything together will contribute in providing quality post-secondary education by having transparent communication between parties, process paperwork and provide services with less waiting time, and improve budget requests and revisions for departments working to bring in grant funds for the College.

Describe how you will share your experience with your office, department, or the faculty/staff at large.
My office will have access to all materials received at the workshop, and key points will be discussed at our monthly meetings. We will implement useful tips from the workshops in the office and allow a ripple effect to the departments, faculty/staff at large as it becomes more effective. This will be based on evaluating our communication, processing work, and reviewing budget as it is now and moving forward by taking pieces of the workshop that may help to improve on those areas one step at a time to allow adaptability for everyone.

Signature of Grant Applicant

Date

Staff Development Committee's Actions

Accepted

Not Accepted

Chair, Staff Development Committee

Date

Created 12/13/12