

Academy for College Excellence

ACE Professional Development

ACE professional development workshops offer professionally and personally transformative experiences employing concepts and processes that large organizations use to train top-level leaders. This common language and framework for communication and relationships facilitate the implementation of change.

The ACE portfolio of professional development workshops utilizes a common core language and framework, with the curriculum for each event customized for the participants of that workshop: the executives, faculty, staff, and administrators within a college.

Staff and Administrative Professional Development

ACE provides professional development workshops for intact work teams of Student Services staff and administrators, as well as for those who work in one or two-person offices and have regular contact with students. These events help prepare professionals to understand and effectively support the needs of students enrolling in community college—for example, Admissions & Records administrators, Financial Aid staff, Student Coordinators and Supervisors.

Workshop 1: Communication

The *Communications Workshop* is a two-day intensive that focuses on teaching work teams effective techniques to improve their communication.

Workshop objectives include:

- Developing greater leadership skills
- Enhancing personal relationships & trust
- Building communication skills for effective collaboration

Participants develop key professional skills and ways to collaborate effectively, employing concepts used by top-level executives, managers and supervisors to improve the quality of their relationships and better meet the needs of those served by their organizations.

Attendees identify processes and strategies for improving the quality of relationships and the work environment. After identifying practical ideas for improving the relationships in their groups, participants seek and obtain useful feedback. Each group harvests practical processes and strategies to implement, and then reports their planned actions and next steps.

Workshop 2: Strengths & Styles

The *Strengths and Styles Workshop* is a two-day intensive that supports members of a work team as they discover their personal strengths and identify their working styles. This workshop builds on the results of the *Communication Workshop*, deepening the quality of relationships—with the goals of improving team outcomes and morale.

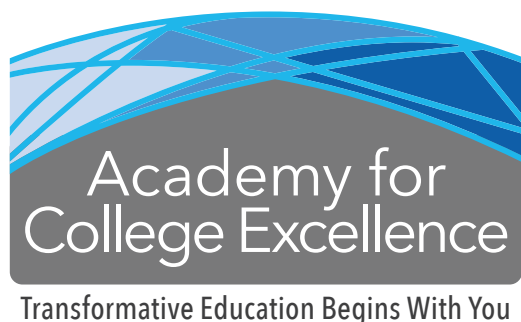
Workshop objectives include:

- Greater appreciation for each person's strengths and the strengths of colleagues and work teams
- Greater understanding of how our differences can become a collective advantage
- Increasing the capacity of all to collaborate and work together effectively

The *Strengths and Styles Workshop* supports participants to review the strategies and processes for improvements that they developed during the Communication Workshop, harvesting insights gained during the interim period after the Communication Workshop and identifying what can be learned from the experiences.

Participants identify personal strengths and learn about the working styles of the members of their work teams, to increase the effectiveness of these relationships and to better serve students. Attendees complete a SWOT analysis to assess the current state of their systems, and their readiness and commitment for further collaboration and innovations. Participants then identify and present improvement strategies to their management team.

The *Communication Workshop* and *Strengths and Styles Workshop* are most effective when held within 6 months of each other.



Executive Leadership Institute

The ACE Executive Leadership Institute offers two sequential workshops for college presidents and high-level administrators. These workshops guide the leadership team at your college to assess and evaluate the implementation of a specific project of your choosing. ACE presents tools and techniques for evaluating and improving the quality of relationships at all levels of the college. Through project analysis, professionals begin to understand the cultural changes they need to implement to improve the outcomes for college stakeholders: the leadership team, administrators and staff, and the students at the college.

Workshop 1: Improving the Quality of Relationships for Successful Culture Change

The capacity for change is built or destroyed based on the quality of relationships. Participants in this workshop will explore and practice concepts and practical techniques for effective communication, and will assess the quality of relationships as they relate to the implementation of a common project. Attendees will develop a series of strategies for improving the quality of relationships, and for building the conditions necessary for effective implementation of projects.

This foundation for culture change will prepare participants for the next workshop:

Enhancing the Capacity for Change – The Strengths and Challenges of Different Working Styles.

Workshop 2: Enhancing the Capacity for Change - The Strengths and Challenges of Different Working Styles

In the *Enhancing the Capacity for Change Workshop* participants explore the strengths of each leader's working styles, learning to appreciate and work effectively with the challenges of different styles, to build the leadership team's skills for effective collaboration and implementation. Attendees review the strategies and processes that they developed during the *Improving the Quality of Relationships Workshop*, glean insights gained during the interim period after that workshop, and identify what can be learned from the experiences. Participants will acquire skills for building a more cohesive staff by enhancing personal relationships and trust.

We will assess and explore ways that the executive leadership team can support the implementation of a key initiative. One of the outcomes of the workshop will be the development of a multi-level professional development plan for supporting the change in culture of your college.

The two 2.5 day workshops are most effective when held within 6 months of each other.

Experiential Learning Workshop

The *Experiential Learning Workshop* offers a two-day taste of fun and experiential exercises that enhance effective communication for college staff and administrators. The workshop employs concepts used by corporate management programs, offering an opportunity for members of the college community to experience the same approach used in the ACE Five-Day Experiential Learning Institute (FELI) for faculty and administrators, and in the ACE Foundation Course (FC) for students.

Experiential Learning Workshop participants learn a lot about each other, and gain a deeper understanding of concepts that faculty learn in a FELI and that students experience while attending the ACE semester long program. Graduates of this workshop will be better equipped to make informed decisions about which ACE model(s) will best support successful retention and completion for students at your college.