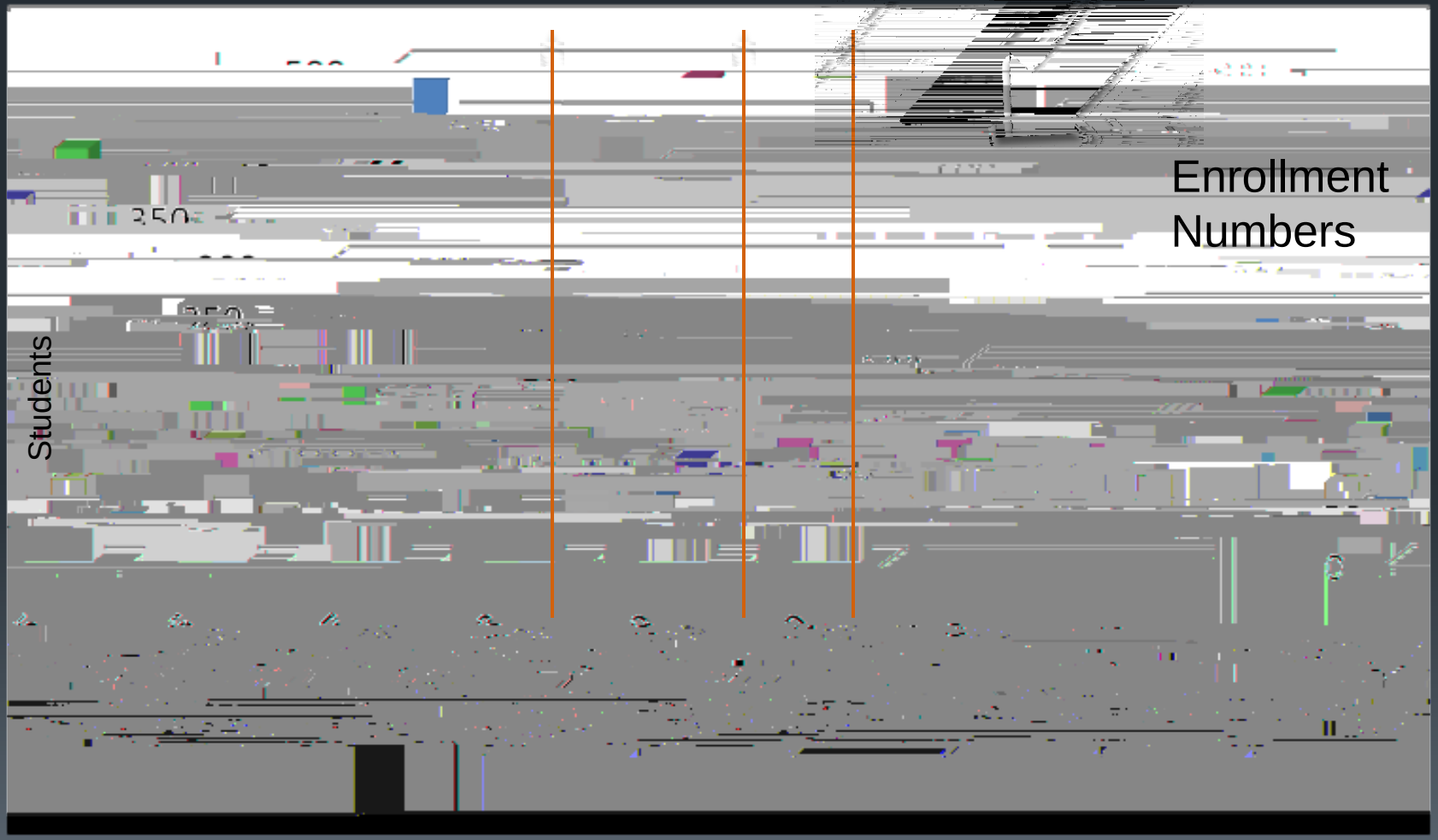
The Story Beginsé



Getting the Right Frame of Mind

CEA Pre-TESOL Workshop

Organizational Tip:
Color-

Organizational Tip:
Color-code from the beginning

- Different colors for different areas of the program
  - Curriculum/assessment

Organizational Tip:

Figure out how to mark (and track) your ñto doôsò

- Ástar methodò(*)
- Ásticky notes
- Á

Summer Interlude:
Taking/making time to lay the groundwork

Lafasto and Larsonôs Characteristics of Effective Leadership

1. Focus on the goal.
2. Ensure a collaborative climate.
3. Builda ononre3.

Focusing on the goal.

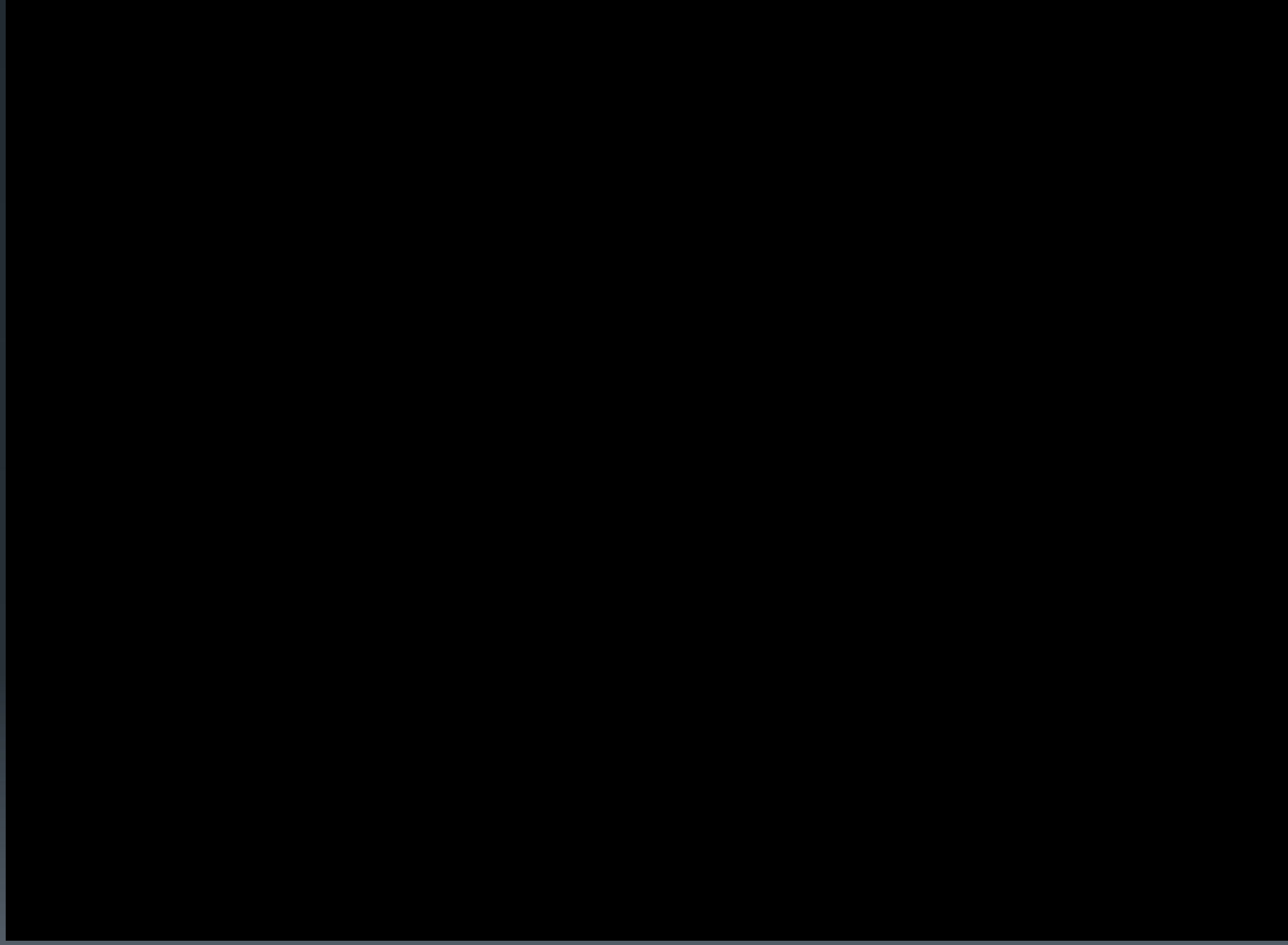
Champoux's Team Characteristics: ranked by importance

1. Commitment to a clear and common purpose *(*

Champouxøs thoughts on ñbuy inò (The Goal)

- ñIt must be clear before it can be common.ò
- Other aspects:
  - A ñhigher order reasonò/ purpose larger than self
  - WIIFM (Whatøs in it for me)
  - Room for Disagreement

Champoux,



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Makin9drMakin9d/3r8f@f akinprocess

Making the Most of the Process:

- Work backwards from goals to milestones to tasksò
- Break down the work into smaller and smaller chunks until you have specific

Making the Most of the Process:
In the Real World

2. Ensure a collaborative climate.

- Identify (and acknowledge) the biggest

- Get input from a variety of sources
  - Identifying issues
  - Working through them
- Can the challenges provide an opportunity?
  - Demonstrating a real need to outside administration

- How?
  - Communicate

Engaging Faculty and Staff:
Getting the ball rolling

- Communication via:
  - Email announcements
  - Postings by copiers and printers
  - Updates at faculty meetings
  - Surveys asking for questions/feedback
  - Subcommittee involvement
  - Documents shared in secure online environment
  - Informal face-to-face communication
  - Open meetings/focus groups

ÁHow?

Á

Engaging Faculty and Staff:
Getting the ball rolling

- How?
  - Listen
  - Ask
  - Address the hard questions
  - Be realistic and communicate the bigger picture

3. Build confidence.

Making the most of the process: Tailoring it to your context

ñClarity drives confidence. Confidence drives commitment.ò

LaFasto and Larson, 2001

Digital Records Naming and Management Resources

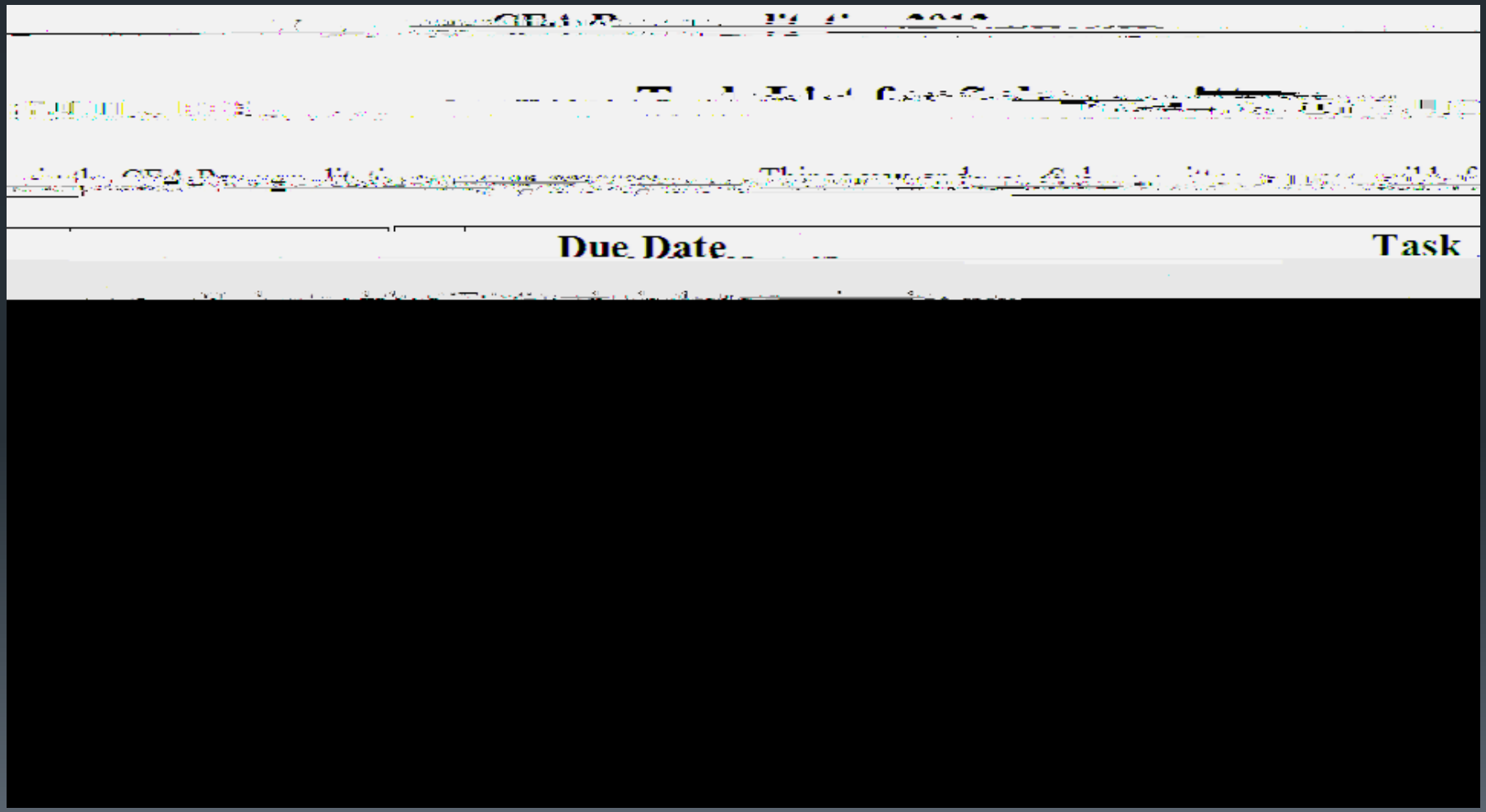
For the long haul

Engaging Faculty and Staff

Engaging Faculty and Staff:
For the long haul

- How?
  - Say ñthank youò
  - Update people on progress toward the goal

Organizational Tip:



Organizational Tip:
Charts and check-

Lessons Learned

Setting priorities and managing performance

- ÁFocus on creai1 0 0 1 37.2 45oe conditiongE succ

Lessons Learned
Along the way

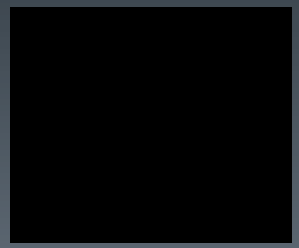
ñé waiting is workéò

Hackman, 2002

Organizational Tip:

It's not over till it's over

- Be ready for last-minute tech disasters



How did we do?

ñ10-year re-

Contact Information Kettv Reppert krepp