

LINDENWOOD

U N I V E R S I T Y

LEARNING ACADEMY



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RISE

RIGOR | INCLUSIVENESS | SUPPORT | ENGAGEMENT

Open Nominations for 2024 RISE Awards

The 2024 RISE Awards nominations are now open! Consider nominating a colleague or yourself for at least one of the awards. The four awards to be presented are:

- Faculty RISE Award
- Adjunct Faculty RISE Award
- RISE Online Award
- RISE Accessibility Award

Please complete your nominations no later than **January 10, 2024** by using the Qualtrics form: https://bit.ly/2024_RISE_Awards

**Lindenwood Learning
Academy**



How to Say Anything to Anyone

Effective Communication Within A High Performing Team

Good communication skills are key for any high-performing team. Communication encompasses healthy debate, respect for team members, active listening skills the ability to engage in candid dialogue, and transparency. What are good communication skills and how do we achieve them? The book How to Say Anything to Anyone by Shari Harley provides practical strategies for communicating more effectively in the workplace.

Speak with good intentions. Good intentions include ensuring that you speak positively and constructively. Consider what your intentions are before you speak.

Give feedback that is specific and actionable. Be specific. Give examples of what your team is doing well and what needs improvement. Work with your teammates to figure out the steps and measures that need to be taken to see improvement. Focus on the behavior, not the person.

Use a neutral tone. Focus on the behavior you wish to change, not the person.

Be open to receiving feedback. Teammates are more likely to be comfortable with receiving feedback from you if you reciprocate. When receiving feedback, be sure to listen without getting defensive, ask questions to clarify, and, if appropriate, ask for input on how to fix any issues.

Be respectful, always. You can be direct with teammates without being rude or hurtful. Be considerate of other's feelings, especially when giving tough feedback. Consider the impact of your feedback and employ empathy.

Follow up. Be sure to check back in with teammates. Give praise and encouragement when it is due and make sure your teammates have the resources and support they need.

The goal is to ensure that communication within the team is productive and creates a positive experience for everyone involved.

Reflection Exercise

Take some time to reflect upon your communication skills. What do you do well? What communication skills do you need to improve and what steps will you take to improve them? Then write yourself an email where you provide that feedback to yourself as if you were providing feedback for a teammate.



Learning Academy Challenge

The first employee to email their response to the reflection exercise above **wins a wireless portable speaker!**

Email reflections to the ***Lindenwood Learning Academy***



Spotlight on Culture Connection

Culture Connection is a training specifically designed for LU's newly hired employees. The sessions are designed to create a professional learning community that explores the Lindenwood culture including LU's mission and values, Strategic Plan, Q2 culture, and much more! As one participant in the Fall 2023 classes wrote, "*I attended (and loved) every session (of Culture Connection). . . I began unapologetically filling in my calendar with more campus experiences.*"

Another participant in the same class noted, "One key point I took away from the Culture Connection sessions is that supporting LU's employees has an impact on LU's students. By doing my job well, I enable others to provide better service to students. When I approach my colleagues with a Q2 attitude, it encourages them to provide that same standard of service to others."

The next Culture Connection series of classes (Cohort 8) will be held during the early spring semester. We encourage staff hired during the fall 2023 semester to register to attend. You will find the sessions on the Learning Academy online calendar in early January 2024.



IT Tech Tip

Sharing Documents with One Drive

Did you know you can share documents on your One Drive with colleagues? You can allow them to view a document or edit permissions.

Check out this quick [video](#) to learn how easy it is!

LINDENWOOD

U N I V E R S I T Y

CENTER FOR ENGAGED LEARNING

The end of the year offers the opportunity to reflect on changes, challenges, and moving forward as we plan for a new semester and a new year. One of the changes affecting the Center for Engaged Learning is the move of First Year Programs from Academic Affairs to Student Affairs as part of the reorganization that was announced over the summer. Over the past year and a half, Justin Barton and his team have added to the work of high impact educational practices through first year seminar and learning communities, collaborating with the work of career services, study abroad, support for international students, and service learning. Sadly, we have to say farewell to Justin, who is leaving to take on an exciting new position at Washington University – St. Louis. While we are sad to see Justin leave, we are happy for his new adventure and are grateful for the impact that he has made in the lives of our students. It would be difficult to list all of the work that he has done while at Lindenwood, but I am particularly grateful for his work on the LindenFirst Summer Bridge program to help First-Generation freshmen develop a sense of confidence and belonging in the week prior to the start of the 2023 Fall semester.



With the move of First Year Programs to Student Affairs, Academic Affairs is developing new support for continued improvement of UNIV 101, the Lindenwood First Year Seminar. To that end we have developed a new position of Faculty Director of First Year Seminar, to be appointed from current full-time faculty in collaboration with the faculty member's dean. For more information, please contact Mark Valenzuela at mvalenzuela@lindenwood.edu.

Learning Academy Online Calendar

Be sure to check out the Learning Academy Calendar for professional development sessions during the spring semester. Sessions will continue to be added to the calendar throughout the semester so check back often!

Training Calendar

Visit our Website

Lindenwood Learning Academy

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