

August 17, 2009

What's on deck?

- President's welcome reception for the Executive Development Institute **October 7th**
- LEPDN New Developments in Laboratory Technology Exhibits & Workshops **October 14th**
- Office Software Skills classes featuring new partnership with NRCC begin **October 19th**

 Visit www.uopd.vt.edu for more details.


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Fall Programs and Training Schedule Announced

We are pleased to announce our schedule of development opportunities that will be offered during the upcoming fall semester. UOPD is gearing up for an exciting semester with offerings for Faculty, Leadership, Management, and Individual Development, as well as succession planning through the Executive Development Institute and personalized Consulting Services for groups across the university. In addition to our traditional offerings, we are especially proud to introduce a new set of Workplace Skills workshops for Individual Development. Furthermore, we have also added a new workshop to our Management Development Program entitled "Dynamics of Difference in the Workplace." We are excited about all of the affordable opportunities our department provides for everyone at Virginia Tech. Whether you will be continuing your professional development or just beginning, we hope you will take advantage of our offerings.

See you in the fall!

New Registration System to be Implemented in the Fall

UOPD is proud to announce the implementation of a new event and training registration system beginning in the Fall 2009 semester. The new system will allow VT employees to browse a catalog of courses, workshops, and other development opportunities sponsored by UOPD and the Department of Human Resources. Participants will be able to register for and track their own training and events in the new CourseWhere™ system. The new registration system can be accessed online at www.training.vt.edu.



UOPD Welcomes the New 2009-2010 Executive Development Institute Cohort

UOPD would like to congratulate the incoming class of the Executive Development Institute. The cohort consists of twenty one scholars with titles ranging from Assistant/Associate Vice President, Director, and Assistant/Associate Director to Assistant/Associate Dean, Department Chair, and Assistant/Associate Department Chair. The scholars were nominated by their Vice Presidents or Deans to participate in the internal leadership development program that is a year-long process that provides both individual, organizational development, and a mentoring component. Participants will also learn about Virginia Tech's operational system and service to the community. During the process, the scholars will create individual development plans and work on an action learning case study that will focus on a specific challenge in higher education. To learn more about the Executive Development Institute or to meet our scholars, please visit our website at www.uopd.vt.edu.



What people are saying about UOPD

“All the [APDP] classes were great and a big help with making new contacts around the university. I feel just setting up these information sessions show that VT cares and wants us to be the best we can! Ut Prosim!”

Class of 2008-09, Administrative Professional Development Program



Who knew!

September is “Self-Improvement Month” –

What are you doing to focus on your continued growth and development?

Many researchers are focusing on a new branch of psychology called “Positive Psychology”. Research in this area shows that it is possible to increase happiness through self-awareness and strengths-based character assessments.

For more information on this emerging field and to access free personal assessments, visit:
www.authentic happiness.com

UOPD Leads the Way: Spotlight on Strategic Planning Retreat with the Office of Budget & Financial Planning

This past year, the Office of Budget and Financial Planning (OBFP) commissioned the Office of Organizational and Professional Development to facilitate a strategic planning workshop. Amy Hogan, Assistant Director of Organizational Development, worked with the OBFP to develop a strategic planning session specific to the department’s needs. Amy helped to construct a program to facilitate strategic thinking, environmental scanning, stakeholder analysis, exploration of linkages to the university strategic plan, and jump started the goal setting process. Amy then facilitated a one day workshop with all OBFP team members. As a result of her professionalism and enthusiasm, the planning session was engaging, well received, and productive. This has achieved the department’s objective and advanced OBFP’s strategic planning process. In summary, the leadership provided by University Organizational and Professional Development was helpful in inventing a brighter future for team members, the department, as well as the university.



Tim Hodge
University Budget Director

Organizational and Professional Development in the news: At Virginia Tech

On July 20, UOPD and the Office of Sponsored Programs held a joint Employee Development Certificate Presentation to recognize individuals throughout the university who have earned certificates in various professional development programs. Among the groups recognized were recipients of the UOPD Administrative Excellence Certificates in both Fiscal and Human Resources Practices, the Customer Service Certificate, the Leadership Excellence Certificate, and the Office Software Skills Certificate. The Office of Sponsored Programs recognized recipients of the Research Administrator Certificate. UOPD also recognized individuals who recently earned their Certified Administrative Professional and/or Certified Professional Secretary certifications and members of the Administrative Professional Development Program (APDP) Class of 2008-09.

Congratulations to all!

Total Certificates Awarded To Date	
ADMINISTRATIVE EXCELLENCE	
Fiscal Practices	28
Human Resources Practices	44
APDP (formerly OMDG)	302
CAP CERTIFICATIONS	27
CPS CERTIFICATIONS	61
CUSTOMER SERVICE	69
LEADERSHIP EXCELLENCE	27
OFFICE SOFTWARE SKILLS	309
PRINCIPLES OF SUPERVISION	211
RESEARCH ADMINISTRATOR	123



Recipients of the VT Principles of Supervision Certificate awarded for the successful completion of Principles of Supervision I and II.



Recipients of the Office Software Skills Certificate Pictured left to right: Beth Anderson, Tracy Belcher, and Glenn Samuelson