

Professional Development Chair Report to MSA Executive Board

Date: Wednesday, May 15, 2024

Prepared by: Mavis Leung, Professional Development Chair

1. PD Committee Activities (Jan-Apr 2024):

#1: The MSA Professional Development (PD) Chair will proactively contact individuals who fail to cancel in advance and subsequently do not attend events. This outreach aims to identify any barriers they may have faced and to emphasize the importance of timely cancellations.

Furthermore, MSA staff will communicate in advance the specific reasons why cancellations must be received beforehand. This communication will include detailing the exact fees incurred by MSA for each reserved seat. By providing transparency on these costs, members will better understand the necessity of canceling in advance and the financial impact of no-shows.

#2: Currently, we're collaborating with SCE to schedule the courses that PDC members have identified:

- Instead of EDI Literacy, PDC has selected to provide a workshop on Intercultural Communications.
- PDC also voted to offer Business Writing and Communication again in Fall 2024.
- PDC members weighted on the course delivery formats: one full day courses (7 hrs) vs spread the course across multiple days (2-4 hrs each) and believe the latter schedule will encourage wider participation although the full-day option is more cost saving.
- Basic of Business Analysis was scheduled for May 14-30, the timeline for members communication was very short. I worked with Nicole to emphasize the short timeline and the importance of members' commitment as we are obligated to pay for the seats even if the member provides a last-minute notice for cancellation, and for no shows.

#3: As of May 6, 2024, the MSA PD Direct Reimbursement Fund has received 10 applications, with 7 of them approved and funds issued accordingly.

2. Future Activities

#1: PDC Membership Recruitment

One current member has resigned from the committee due to a career change, and the terms of three other members will conclude after June 2024. This necessitates a call for volunteers to fill positions within the following job family, requiring a total of 5 volunteers:

- Administrative Support and Service
- Finance
- Information Technology
- Infrastructure and Operation
- Marketing, Communication, and External Relations

#2: Intercultural Communications

Currently, SCE is not offering any EDI sessions; Nicole and I are collaborating with SCE to tailor an Intercultural Communications workshop for our members.

#3: Career Hygiene New Program (proposal attached)

Future-Proof Your Career: Career Hygiene for Long-Term Success

Duration: Three 50 (or 60)-minute lunch-and-learn sessions spread over three weeks, allowing staff to implement weekly learnings.

Weekly Q&A sessions complement workshops for personalized support and shared experiences.

Delivery: Virtual sessions via Zoom with workshop recordings accessible for 30-60 days post-event.

Learning Outcomes:

Workshop 1: Take Control of Career Development

- Shift from reactive to proactive career mindset.
- Address fears and uncertainties related to organizational and technological changes.
- Empowerment to steer career growth.

Workshop 2: Track Accomplishments and Plan Development

- Learn to track professional milestones.
- Develop personal development plans aligned with interests, goals, and industry directions.
- Explore resources for skill enhancement.

Workshop 3: Build Confidence and Networks

- Strategies for cultivating professional networks.
- Practice communication and networking skills.
- Create personalized action plans for career growth.

Estimated Fees:

Option 1: \$CAD5000

Three 45-minute workshops with limited Q&A time (5 minutes).
Access to workshop recordings for 60 days.

Option 2: \$6500

Three 60-minute workshops with extended Q&A.
Access to workshop recordings, including Q&A, for 60 days.

Question: How is this program different than Career Development or Planning?

Focus on specific habits and skills:

- Emphasizes key habits and skills essential for long-term career success.
- Includes taking control of career development, tracking accomplishments, planning development, building confidence, and growing networks.

Structured workshops:

- Conducted over several weeks, with each workshop targeting a different aspect of career hygiene.
- Provides practical guidance and actionable steps for participants to implement in their careers.

Emphasis on adaptability and resilience:

- Addresses common fears and uncertainties related to organizational and technological changes.
- Helps participants develop a proactive mindset and adaptability skills to navigate career challenges effectively.

Question: How is this program different than Career Development or Planning offered by EFAP?

EFAP mainly offers confidential counseling for personal or work issues, while "Future-Proof Your Career" is all about proactive career planning. The program provides structured workshops to help develop skills like managing your career, setting goals, and boosting confidence. Unlike EFAP's phone service, the program offers virtual workshops over a few weeks, giving participants time to learn and get personal help. EFAP covers many topics like mental health and legal issues, but "Future-Proof Your Career" focuses solely on building career skills.

#4: Collaboration with the University/PDST

- Harry and I are presently collaborating on a chart that details all PD funds and opportunities, encompassing both MSA and University offerings. We expect this to be available at SAGM.
- Brainstorm and find ways on how we can improve members communication and engagement with the various PD funds and opportunities.
- Request information regarding the frequency and nature of EFAP assistance sought by MSA members, categorized into areas such as career development/planning vs dietary /nutritional assistance vs psychological counseling. By comprehending the

utilization patterns of EFAP services by our members, PDC can evaluate any potential alignment with MSA program.

#5: PD Communications

Considering upcoming events such as the Bargaining Update, Open House, SAGM, and Society Act, PD communication might need to be given lower priority. I plan to integrate PD communication into the broader MSA communication schedule as it would be advantageous to undertake a more comprehensive strategic planning for MSA communication.