

Session 4: Creating a Successful and Productive Lab Environment

DISCUSSION OUTLINE: SESSION 4

Topics:

Themes at the core of creating a successful lab environment

Groups – needs and development

Teams – building, management

Engagement in the workplace – how to attract and retain productive employees

Climate – what is it? How do you measure it? Traits of a healthy workplace

Materials for PIs:

Tuckman's Group Development Model

Gallup Poll Questions re: employee retention

SESSION 4: Creating a Successful and Productive Lab Environment – FACILITATOR GUIDELINES

Timeline – 1.5 Hours Total

10 minutes	Themes at the core of creating a successful working environment
20 minutes	Groups – needs and development
30 minutes	Teams – building, management
40 minutes	Engagement in the workplace
15 minutes	Climate
5 minutes	Wrap up

1. Themes at the core of creating a successful working environment

- Self-understanding leads to successful leadership
- Supervision is about building positive relationships
- The way you treat other people matters
- One of the goals is to help other people be successful and satisfied
- Simple strategies can have a great impact
- Decisions occur with or without action

2. Groups – needs and development

Basic needs include: Brainstorming exercise (could present this in terms of a grant submission, or completion)

- Sense of belonging
- Sharing in planning the group goal
- Goals that are within reach
- Participation contributes to human welfare
- Know what is expected
- Challenging responsibilities
- See progress
- Kept informed
- Confidence in the leader
- Situation must make sense

Group Development – this would be a good time for a group activity

Forming – uncertainty about roles, rules, expectations

Storming – conflict over goals and personalities

Norming – working styles are agreed and systems set up

Performing – team works creatively and productively

3. Teams – building, management

Characteristics of team building – Brainstorm

Building relationships
Effective communication
Transparent decision making
Understanding power
Engaging others

McGregor Theory X and Y – Exercise

Provide a handout with theory x and y definitions

Compare and contrast

Look at it through the eyes of an employer and an employee

Summarize this discussion of leadership

Leadership require trust, consistency and faith in people

4. Engagement in the workplace – how to attract and retain productive employees

Gallup research study: What do the most talented employees need from their workplace?

Take survey, answer as if you were in a job you liked, or one you disliked.

Discuss possible answers

Actual answers: The manager, not pay, benefits, perks or a charismatic corporate leader, was the key player in building a strong workplace. There are 12 questions, see handout.

The most important in retention are:

- i. Do I know what is expected of me at work?
- ii. Do I have the materials and equipment to do my work right?
- iii. At work do I have the opportunity to do what I do best everyday?
- iv. Does my supervisor, or someone at work seem to care about me as a person?
- v. At work, do my opinions seem to count?

5. Climate – what is it? How do you measure it? Traits of a healthy workplace

What: Behaviors within a workplace that can influence whether an individual feels personally safe, listened to, valued and treated fairly and with respect.

How: it is measured by how it “feels” to people who work and learn in that environment.

Traits (OHRD): Community through respect and civility
Excellence through diversity
Success through learning

Wrap up and Debrief – 5 minutes