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MRSA PROFESSIONAL DEVELOPMENT DAY REPORT



Submitted by:
Kelly Monteleone
Chair, PD Day Committee 2018

Introduction

The 2018 Professional Development Day was held on Thursday, May 10, 2018 at WinSport. This year's theme was community. Our theme was selected to help bring the MRU Staff together and reconnect through a difficult 2017 -2018 year. We worked on making PD Day more active and including more options for the members throughout the day.

We had 150 employees of Mount Royal at this professional development event.

Committee Members

Kelly Monteleone, Chair
Julianna Michayluk, Assistant Chair
Patricia Gardner, Treasurer
Linda Head
Courtney Montgomery
Kaylene McTavish
Laura Jones
Shannon Shultz
Tara Grams
Troy Oishi
Christine Pepper
Karen Hiebert

Members that left throughout the year:

Charissa Hovdebo – Chair, January 2018
Naomi Jamieson – Chair, September 2017 – December 2018
Fatima Kessler
Jessica Mossière

Budget

The MRSA budgeted and provided \$10,000.00 for the event. The Mount Royal University President's Office budgeted and provided \$10,000.00. We also came in under budget

from last year; consequently, we had a carry-over of \$4,617.68. With a total budget of \$24,617.68, we worked very hard to obtain high quality speakers and a high-grade venue. Our final expenditure was \$21,905.53 (**Appendix A: Budget**) bringing us \$2,712.15 under budget. We have asked the MRSA Executive Board to ensure that this amount carries over to next year's PD Day budget. This ensures the opportunity to explore high caliber speakers for next year's event(s).

Venue

Numerous venues were reviewed for this year's PD Day activities. WinSport had been viewed by previous PD Day committees and was the main off campus venue proposed. We were happy with the venue, service, food, audio/visual service, and activity that WinSport provided. Parking was ample and free of charge, and the venue was easily accessible on Calgary Transit.

A detailed review and preliminary budget was developed to compare an on-campus option (Ross Glen Hall) vs WinSport. The venue costs were comparable, but the activity costs were not. We were comparing (Amazing Race Calgary vs. scavenger hunt). The difference ended up being minimal, but the decision was made to go with WinSport, as an on-campus event would mean attendees would want to attend 'parts' of the day and we did not have the time to develop a means for them to register for specific activities.

Food

Our menu consisted of light refreshments upon arrival, morning and afternoon snacks, and a buffet lunch. Coffee, tea, and water were available throughout the day. Lunch was hot sandwiches with a choice of ham, chicken, beef, or vegetables. The meal included gluten-free, dairy-free, and vegan options. Overall, the food was very well received by the attendees. There was a minor issue with quantities and labelling of food in the morning, which was resolved before lunch.

Speakers

The day began with Marijah Small Legs from the Iniskim Center welcoming all of us in Blackfoot and recognizing of the traditional territories where WinSport is located. Laura Jones and Courtney Montgomery emceed the day providing an engaging and

entertaining dialogue between sessions. Kaylene McTavish started the day with a few icebreakers and reconvened after lunch with a few more. Kelly Monteleone stepped into lead the stretches throughout the day, as the person who was organized to do these was unable to attend at the last moment.

David Docherty (MRU President), Baset Zarrug (MRSA President), and Annalise Van Ham (VP, Finance and Administration), all provided positive and encouraging words about PD Day, MRU, and indigenization. We would like to thank all of them for making the time to join us at WinSport.

Ryan McMahon, Talked about the Ojibwa word for ‘community’ or “daawin” while making everyone laugh. He spoke about the ongoing process of Indigenization, and how community is essential to the process of Indigenization. His presentation was very well received by attendees.

Nancy Smith, from **Productivity Ninjas** explored ways that we can be more productive in our work and personal lives, exploring concepts including multitasking and over organizing. After the event, access to the Productivity Ninjas newsletter and a free e-book were provided to all MRSA members.

Attendees had a choice of either Lightning Talks or a Scavenger Hunt for the afternoon.

Lightning Talks were presented by Michael Huston about Work and Happiness, Alen Chaudhry about Unboxing Creativity, Bernadette Pasteris about Cybersecurity, Dan Bubar about professional development, and Miriam Carey about leadership.

The **Scavenger Hunt** was a combination of the WinSport/Canadian Sports Hall of Fame existing scavenger hunt and MRU specific trivia. Teams of six “ran” around the Canadian Sports Hall of Fame finding answers to trivia questions that were posted in each exhibit and earned supplies for the egg drop.

The day ended with an **Egg Drop** competition. Teams of six from the scavenger hunt were joined by teams created from the lightning talk participants. Each team was allowed 30 minutes to build their unique structure to drop an egg without it breaking. After each drop, the team was required to remove an increasing number of items from their device. The winning team was ‘Physic Technicians’.

Door Prizes and Swag Bag

We had very gracious supporters for this year's event, not only from MRU but from the community at large. We acknowledged our supporters via a power point presentation that ran at various times throughout the day. As door prizes were handed out, we also announced the names of our generous contributors.

We have sent thank you letters to:

Calaway Park	Mount Royal Faculty of Science & Technology
Cineplex	Mount Royal Library
Dignity Memorial	Mount Royal President's Office
Famoso	Mount Royal Recreation
Hello Fresh	Mount Royal Student Affairs & Campus Life
Humpty's	Mount Royal Wellness Services
Investors Group	Mountain View Bowling
Jugo Juice	RnR Wellness Spa
Kind Healthy Snacks	SAMRU- The HUB
Local 522: public tavern & kitchen	South Calgary Funeral Centre and Crematorium
London Drugs	Spot On Kitchen & Bar
McDonalds	The Locked Room
Mount Royal Aviation – Bissett School of Business	Vertigo Theatre
Mount Royal Bookstore	WinSport
Mount Royal Career Services	Wyndham Garden Calgary Airport Hotel
Mount Royal Continuing Education	
Mount Royal Cougar Athletics	
Mount Royal Event and Theatre Services	

Number of Participants

We originally had 211 registrants; however, at final count we had 150 participants attend. Of those who did not attend, 21 contacted the MRSA prior to or on the day of regarding their absence.

Evaluation Survey

We sent an on-line survey to all staff members (**Appendix B: Survey**). We had 177 people respond; 111 attended PD Day and an additional 66 completed the survey who did not attend PD Day. We provided Tim Hortons gift cards to four randomly selected survey participants; one was specifically for someone who did attend and one specifically for someone who did not attend. A full survey analysis report can be found in Appendix B: Survey.

In general, the 2018 MRSA Professional Development Day was very well received by the members. Over 95% of survey respondents are able to use the information they learned in their professional and personal lives.

Summary of the Value of MRSA PD Day

This was a wonderful day. The attendees learned, laughed, collaborated, mingled, and fully participated. It was a day of refreshment and renewal that made people excited to come back to work. This event encourages staff to feel valued and supported by their workplace. Days like these are invaluable, as they enhance and enrich our lives, not only as employees but as colleagues and as people in our community.

Conclusion

This year's committee started with some issues due to layoffs and work reassignments causing an almost new PD Day Committee to form in January. I became the chair of the committee at the end of January 2018. We were a little late getting started. Despite this, we had an energized and excited team of engaged committee members and were able to create a productive and fun-filled day at WinSport. The current committee is likely going to continue next year, with several new additions. Our only losses will be the retirement of Linda Head who has been on the committee for many years; she will be missed.

Looking to the 2019 PD Day planning, the feedback for several years has been around holding it at MRU, which the committee will explore this fall when we reconvene.

Appendix A: Budget

MRSA 2018 PD Day Budget

Actual from MRSA	\$ 10,000.00
Actual from MRU	\$ 10,000.00
Amount carried over from 2016-17	\$ 4,617.68
BUDGET	\$ 24,617.68

	BUDGETED	PROJECTED (250 participants)	ACTUAL
VENUE & MEALS			
Venue Rental	\$ -	\$ 1,600.00	\$ 1,600.00
Event Food	\$ 10,000.00	\$ 8,884.00	\$ 9,215.00
Gratuity (18%)	\$ 1,700.00	\$ 1,599.12	\$ 1,658.70
AV Rental	\$ 500.00	\$ 1,401.54	\$ 1,334.80
GST	\$ 610.00	\$ 20.00	\$ 79.24
Sub-total	\$ 12,810.00	\$ 13,504.66	\$ 13,887.74
PRESENTERS			
Productiving Ninja	\$ 3,068.68	\$ 2,730.00	\$ 2,730.00
Ryan McMahon	\$ 2,500.00	\$ 4,252.50	\$ 4,252.50
Hotel and Transportation for Ryan McMahon	\$ -	\$ 150.00	\$ 134.72
Scavenger Hunt	\$ 3,000.00	\$ 400.00	\$ 250.00
Sub-total	\$ 8,568.68	\$ 7,532.50	\$ 7,367.22
MISCELLANEOUS SUPPLIES			
Printing	\$ 115.00	\$ 75.00	
Egg drop supplies	\$ 100.00	\$ 100.00	\$ 20.74
Egg drop supplies			\$ 77.99
Egg drop supplies			\$ 12.55
Egg drop supplies			\$ 2.70
Egg drop supplies			\$ 6.27
Egg drop supplies			\$ 23.69
Thank you gifts for speakers	\$ 200.00	\$ 100.00	\$ 115.00
Thank you gifts for speakers			\$ 64.01
Thank you gifts for speakers			\$ 20.00
Gift wrap for door prizes	\$ 24.00	\$ 25.00	
Sub-total	\$ 439.00	\$ 300.00	\$ 342.95
MEALS			
Lunch for Swag and prize wrapping		\$ 100.00	\$ 82.56
APPRECIATION DINNER	\$ 650.00	\$ 200.00	\$ 225.06
Sub-total		\$ 300.00	\$ 307.62
CONTINGENCY			
		\$ 1,000.00	
TOTAL	\$21,817.68	\$22,637.16	\$21,905.53
BALANCE	\$2,800.00	\$1,980.52	\$2,712.15

Appendix B : PD Day 2018 Survey Results

A google form survey was sent to all MRSA members on Friday, May 12 and closed on Wednesday, May 24 at 9am. In total, 177 people responded to the survey; 111 attended PD Day 2018 and 66 did not attend. The full analysis can be downloaded [here](#). (You will want to download the excel to review questions 15 through 18 which are all comment based).

The following is a question based analysis. The questions asked include:

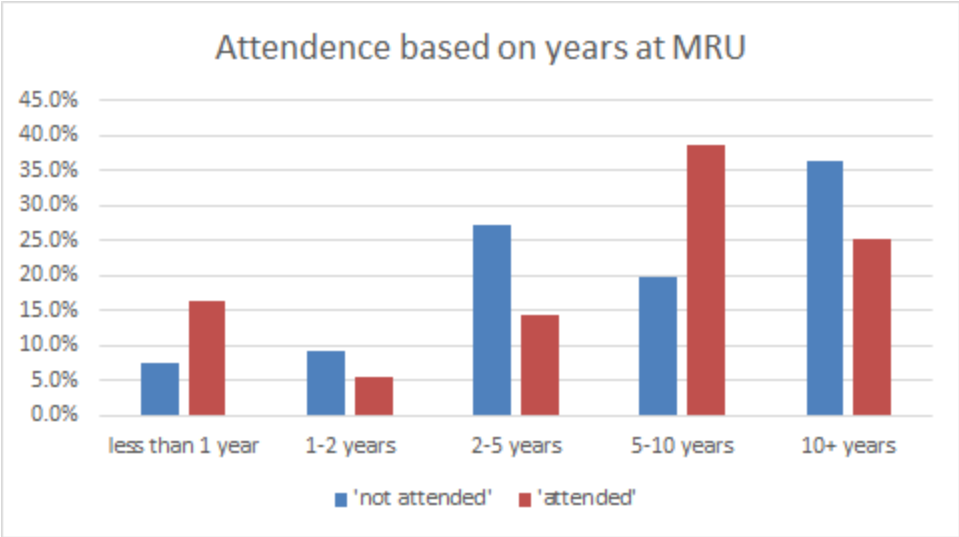
1. Did you attend PD Day on May 10, 2018 at WinSport? (answered above)
2. How long have you been with MRU?
3. Did you attend the lightning talk or the scavenger hunt? (only those who attended)
4. What portions of the day did you find valuable/worthwhile?(only those who attended)
5. What portions of the day were not of value to you?(only those who attended)
6. What was your favourite session of the day?(only those who attended)
7. What was your least favourite session of the day?(only those who attended)
8. Can you apply anything from PD Day to your professional life?(only those who attended)
9. Can you apply anything from PD Day to your personal life?(only those who attended)
10. Did the food meet your needs (dietary requirements)?(only those who attended)
11. Did you find PD Day 2018 valuable overall?(only those who attended)
12. Would there be a better time of year to run PD Day?
13. Which month(s) would be able to attend a PD Day or would fit with your work schedule (select all that apply).
14. Why did you not attend? (only those who did not attend)
15. What can be done to make the event more interesting/applicable to you? (only those who did not attend)
16. Can you suggest a theme for PD Day 2019?
17. What should be the goal/objective of MRSA PD Day?
18. Any other comments/suggestions.

The question about joining the PD Day committee was not analyzed, but the committee is following up with the members who self-selected.

Q2: How long have you been with MRU?

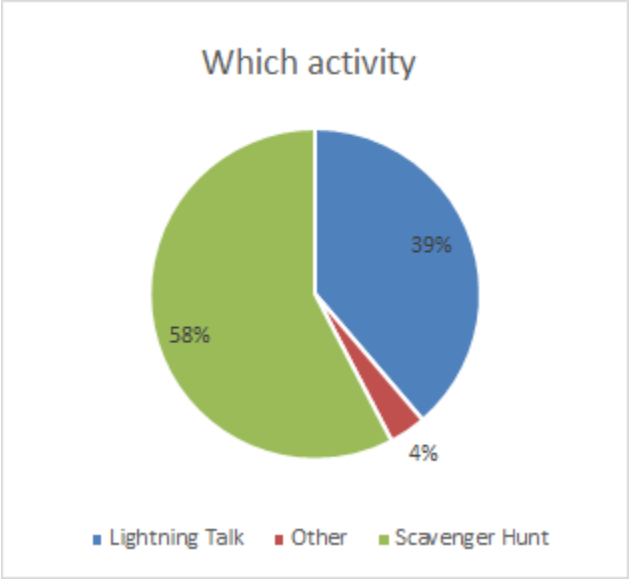
The largest group of people who completed the survey (31.6%) have been employed at MRU for 5-10 years. Over 27% of the respondents have been at MRU for over 10 years. The smaller year spans of less than 1 year (13%), 1-2 years (6.8%), and 2-5 years (18.6%) total 38.4% of the respondents.

Of the people who attended PD Day, 36% have been at MRU for 0-5 years, 39% for 5 -10 years, and 25% for over 10 years. Of those that did not attend PD Day, 44% have been at MRU for 0-5 years, 20% for 5 - 10 years, and 36% for over 10 years. See chart below of values by groupings.



Q3: Did you attend the lightning talk or the scavenger hunt? (only those who attended)

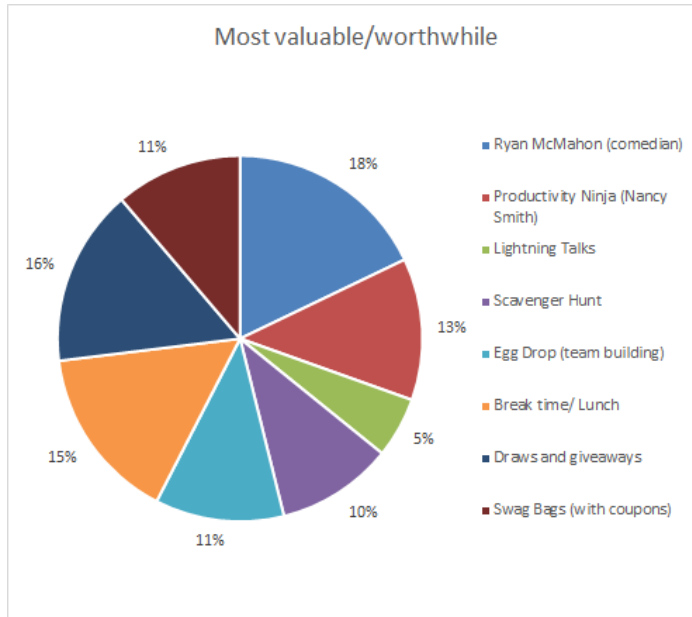
Of the 111 people who attended PD Day 2018 and filled in the survey, 58% participated in the scavenger hunt, 39% attended the lightning talks and 4% provided other responses. Two of the other responses were from people who volunteered for the scavenger hunt. In total 10 people volunteered for the scavenger hunt, but only three volunteers were not MRSA PD Day Committee members. Two respondents did not stay for the afternoon and thus did not participate. Some people who attended only work half days and thus only attended the morning sessions.



Q4: What portions of the day did you find valuable/worthwhile?

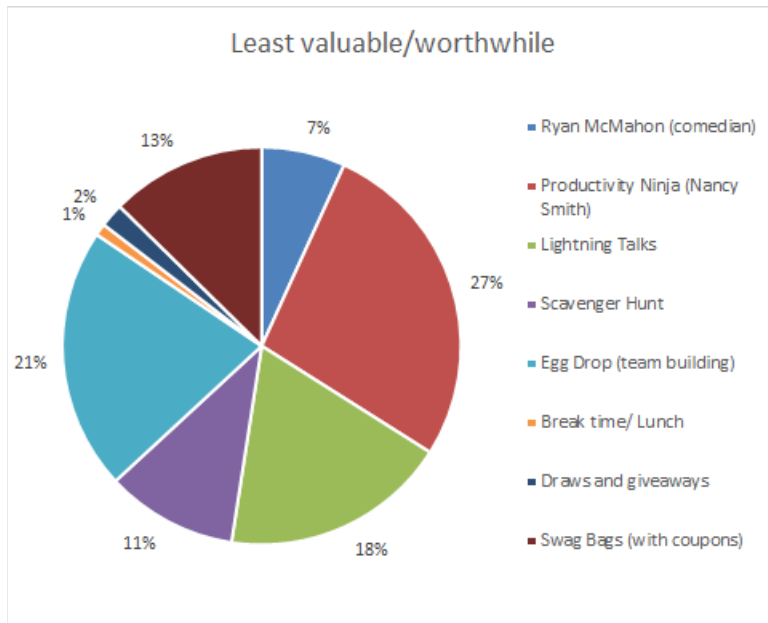
(only those who attended)

Respondents were able to select as many options as they like for this question. Thus, the total number of responses, excluding 'other' was 542. All of the activities provided were between 10-18%, except the lightning talks (5%). Ryan was the "most" valuable/worthwhile of the day's events, though only by a minimal margin.



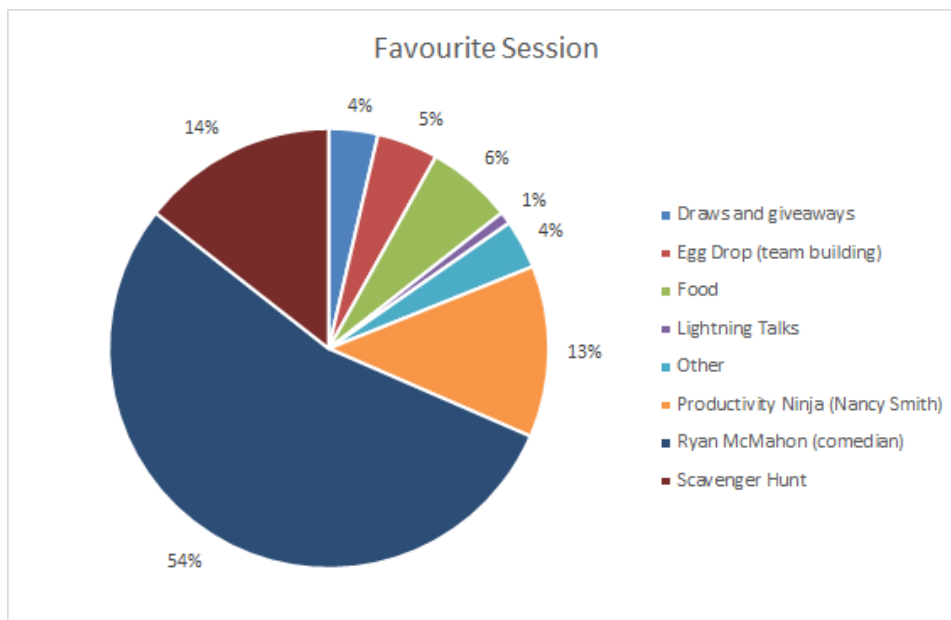
Q5: What portions of the day were not of value to you?(only those who attended)

Like with question 4, the most valuable/worthwhile part of the day, respondents could select as many least valuable/worthwhile sections as they wanted to. Both questions were not required. In total, again excluding the 'other' responses, only 103 answers were selected. The three activities that have the most responses here are Productivity Ninjas (Nancy Smith) with 27%, Egg Drop with 21% and Lightning Talks with 18%.



Q6: What was your favourite session of the day?(only those who attended)

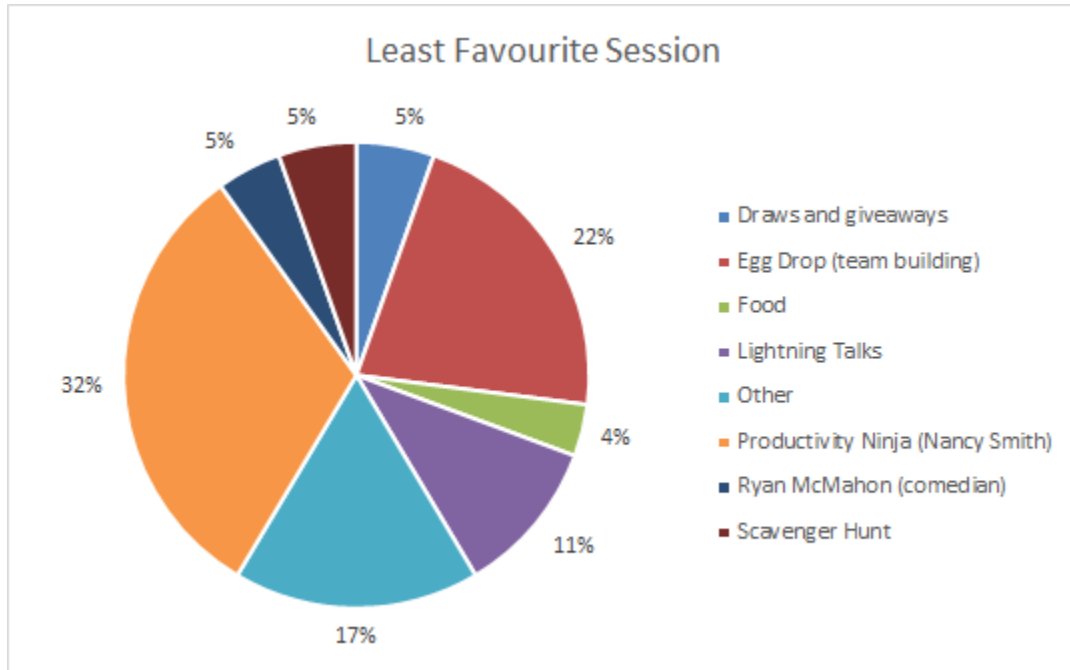
This question was a required question with only one choice allowed; therefore, there are 111 responses. There is a clear answer for respondent's favourite session, Ryan McMahon with 54% of the responses. Lightning talks received only one response. Four people entered their own answers, all of which were positive.



Q7: What was your least favourite session of the day?(only those who attended)

This was a required questions with 111 responses. Of these, 19 people (17%) wrote in a response; the majority of these focus on not being able to select a least favourite because the day was great. The least favourite

activity was Productivity Ninjas (Nancy Smith) with 32%. Followed by the egg drop at 22%. Based on other feedback, people were bored during the dropping part of the egg drop.

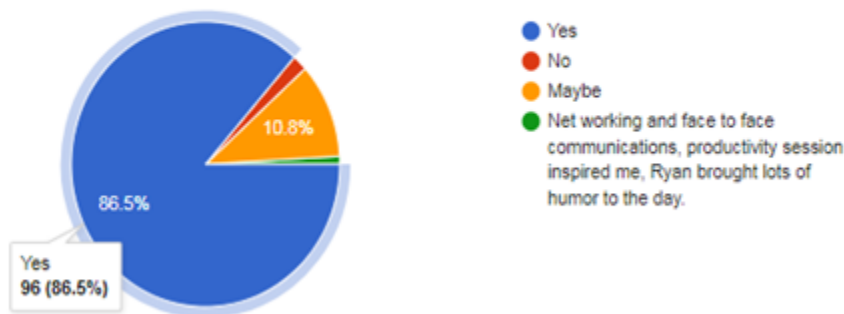


Q8: Can you apply anything from PD Day to your professional life? (only those who attended)

This was a required question with 111 responses. All but one person used the provided answers. Only 2 people did not find the day useful professionally. However, 12 people or 10.8% only selected maybe they could apply things they learned to their professional life. The one 'other' answer could be grouped with the 'yes' responses.

Can you apply anything from PD Day to your professional life?

111 responses

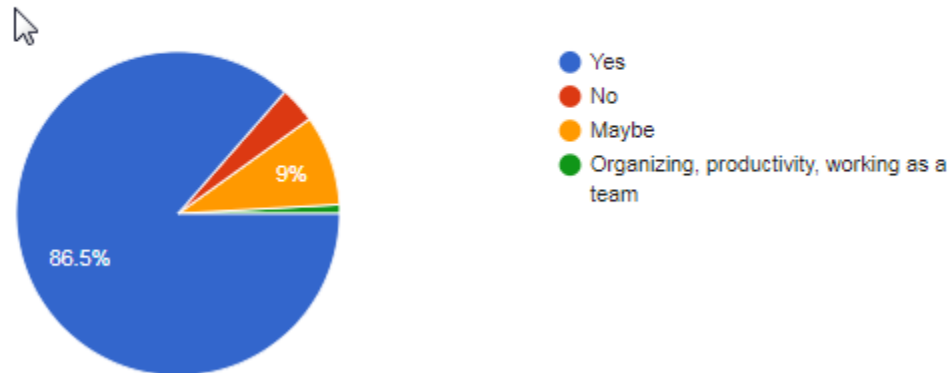


Q9: Can you apply anything from PD Day to your personal life?(only those who attended)

This was also a required question, with only one person who did not provide a standardized answer, which could be assumed to be a 'yes'. Only 4 people did not find the day useful for personal development. In total, 10 people selected maybe (9%).

Can you apply anything from PD Day to your personal life?

111 responses



Q10: Did the food meet your needs (dietary requirements)?(only those who attended)

This was also a required question, with 111 responses. 5 people created their own answers. One of these responses was from a person who brought their own lunch, which they had indicated on the registration form; thus, this question didn't apply to them. The remaining other answers could be grouped with 'yes'. Only 2 people said 'no'.

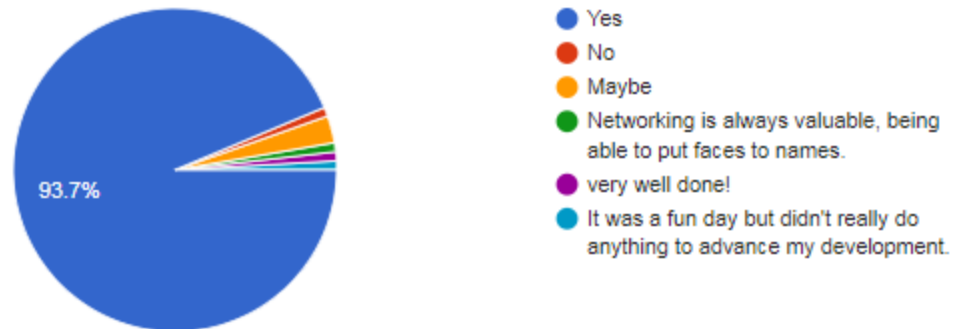
Q11: Did you find PD Day 2018 valuable overall?(only those who attended)

This was also a required question, with 11 responses. Three people provided their own answers, two of these are clearly 'yes', but one would likely go in the 'maybe' category. Only 1 person said they did NOT find the day valuable. Three people (plus the one individual answers) maybe found the day valuable.

Did you find PD Day 2018 valuable overall?



111 responses

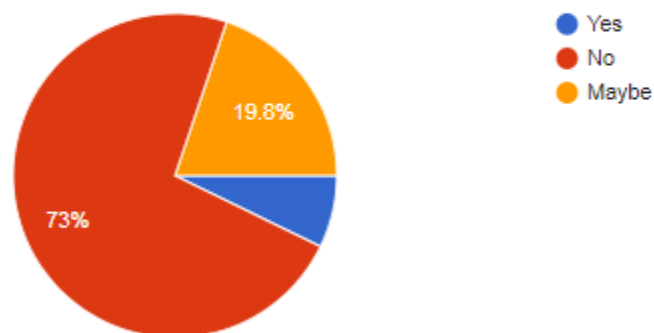


Q12: Would there be a better time of year to run PD Day?

This was a required question, but it was asked separately of the two groups (those who attended (111 responses) and those who did not attend (66 responses)). Of those who attended, 73% think May is the best time to run PD Day; only 20% said their might be a better time of year for PD Day; and, 7% would like PD Day at a different time of year. Of those who did not attend, only 44% think the May date works; 29% would like a different time of year; and, 27% might want a different time of year.

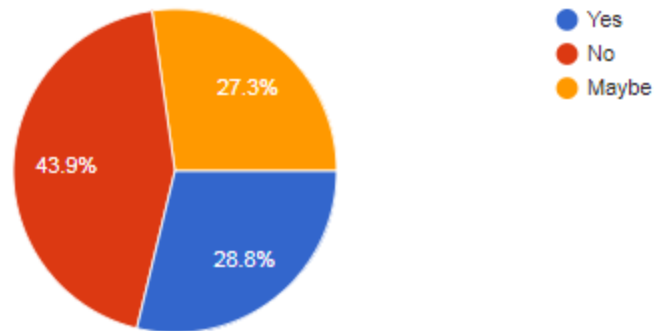
Would there be a better time of year to run PD Day?

111 responses



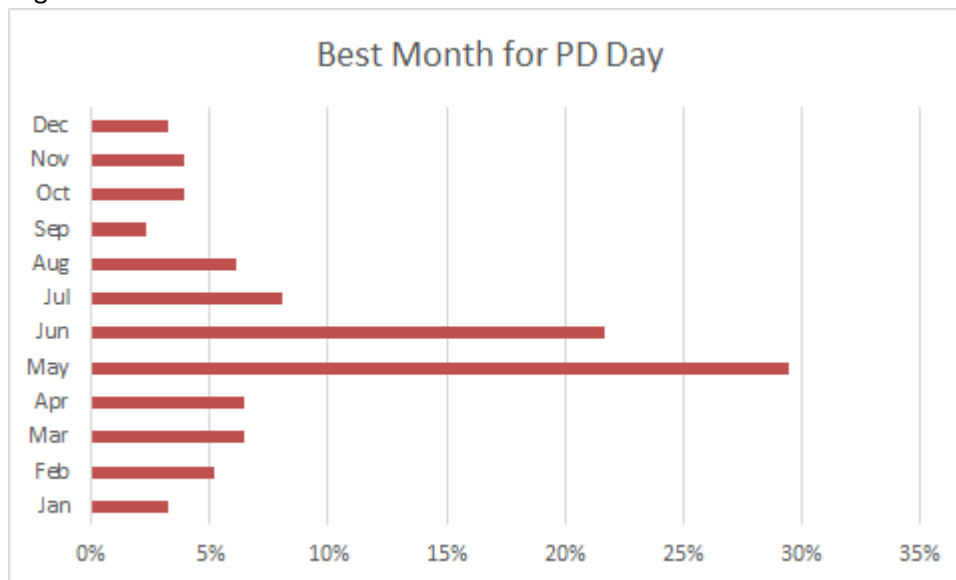
Would there be a better time of year for you to attend?

66 responses



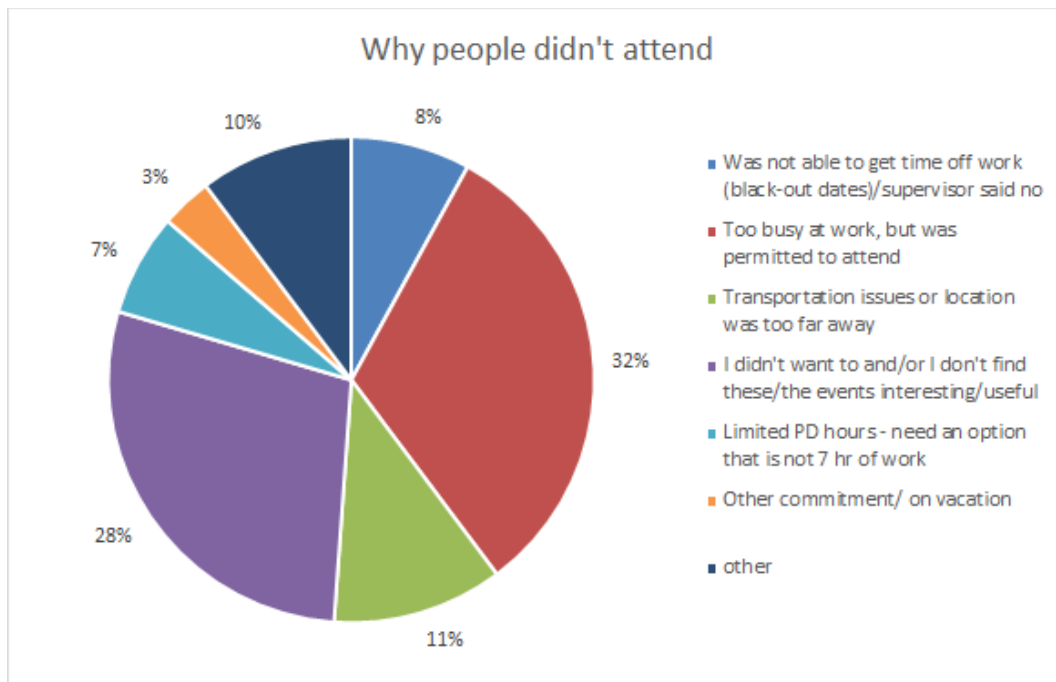
Q13: Which month(s) would be able to attend a PD Day or would fit with your work schedule (select all that apply).

This question allowed multiple responses, in total there were 309 responses. Though many of the people who attended PD Day think May works best, June appears to be a good alternative month for PD Day. April and August have 6% of the selections. All other months are 5% or less.



Q14: Why did you not attend? (only those who did not attend)

This question was only asked of those who did not attend. They were able to select as many answers as were relevant; in total I have 88 responses. The two main answers consist of being too busy at work, but permitted to attend (32%) and not wanting to or not interested in PD Day (28%). Only 3% were had other commitments (though some of the comments could add to this group). Transportation or location was an issue for 7%.



Q15: What can be done to make the event more interesting/applicable to you? (only those who did not attend)

This was a text based answer. No further analysis was done on this question, but the answers are interesting to read, and unique. One theme that the PD Day committee did identify was some miscommunication. One person asked for on major bus route, which WinSport is; however, we did not provide this information explicitly to the members. Some of the comments are based on previous years' events, such as 'no touchy/feeling stuff', which were limited to not included this year. Many are looking for the event to be held at MRU (or downtown), at a different time, different day, or not a full day event. In total we received 34 answers to this question, and a few of them were "I don't know".

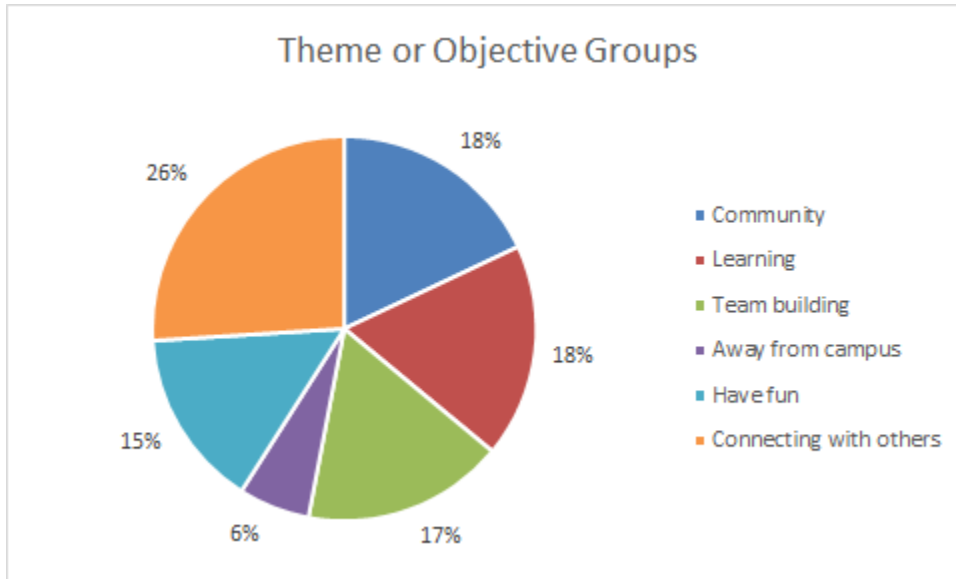
Q16: Can you suggest a theme for PD Day 2019?

In total, there were 51 responses to this question. Though 9 of these were essentially "no". Like the question above, these answers were varying and difficult to group. They range from "being stronger" to "zombies". One theme that jumps out is change - from change makers to change management to navigating change. Wellness is brought up numerous times, but this is well covered through MRU activities and would be a duplication of resources for a PD Day, but the committee is always trying to include elements of Wellness.

Q17: What should be the goal/objective of MRSA PD Day?

In total, there were 90 responses to this question. These were able to be grouped, but not all of them are included in the groupings and not all the groupings would constitute a goal or objective. The groups consisted of 100 responses, some of the original responses fit more than one of the group created. The groups identified were community (18%), learning (or education) (18%), team building (17%), connecting with others (26%),

having fun (15%), and being away from campus (6%). Based on this, I would recommend that the objective or goal of PD Day is a day where MRSA members can network within their community through learning and team building activities.



Q18: Any other comments/suggestions.

In total, there were 82 responses. The data is further grouped by if the person attended PD Day or not as some of the committee identified that some of the more negative comments were from people who did not attend. In general, the comments are overwhelmingly positive and encouraging. Some people used this space to provide recommendations for future PD Days. (Note: 'Ba' = Bad Ass, not an incoherent response as originally thought). Again the theme of holding future events at MRU is raised; although, there are also several comments about how much people loved WinSport.