

PIPELINE FOR ACADEMY LEADERS

Navigate Your Path: Advancing Leaders in Higher Education.

LEARNING JOURNEY

Outline of the learning journey including dates of **in-person sessions** and key participant activities.

PAL develops skills on four levels:

1. Individual Level
2. Interpersonal/Team Level
3. Organizational Level
4. State/National Level

PAL programming assumes you have acquired skills through the following PAL prerequisites: Supervisors of staff through LEAD. All participants through Managing High Performing Teams and Effective Communications.



PAL FELLOWS

- Participation level:
 - Staff: Manager (M3, M4) and Director / Executive (EO, E1)
 - Faculty: Department Chairs, Professors, Associate Professors, Program Directors
- Nominated by college / division leaders and selected by university leadership.
- PAL directory located in PAL MS Team

PROGRAM DETAILS

Location, Session Times, & Breaks

- All sessions will be held in-person at 1600 Hampton St. Columbia, SC suite 101
- Session times: 9a-4:00p
- Breaks: morning, lunch, afternoon

Learning Activities

- Pre and/or post-work activities (reading case studies, brief articles)
- In-session group discussions, case studies, activities
- Learning assessments (EQI 2.0 + 360)
- Guest speakers

Participant Expectations

- Attend in-person sessions (at minimum 85% to complete the program)
- In the event a session is missed, it is the participant's responsibility to work with a cohort team member to review program content found in the PAL MS Team
- Participate in class discussions
- Manage your 360-observer process

Meals and Beverages

- Lunch provided
- Breaks: Coffee and water



PAL PARTICIPANT GUIDE

Frequently Asked Questions



Q: Where do I attend training?

A: 1600 Hampton St. Suite 101, Training Room 1 (large training room). We are on the corner of Hampton and Pickens.

Q: How do you track our participation time?

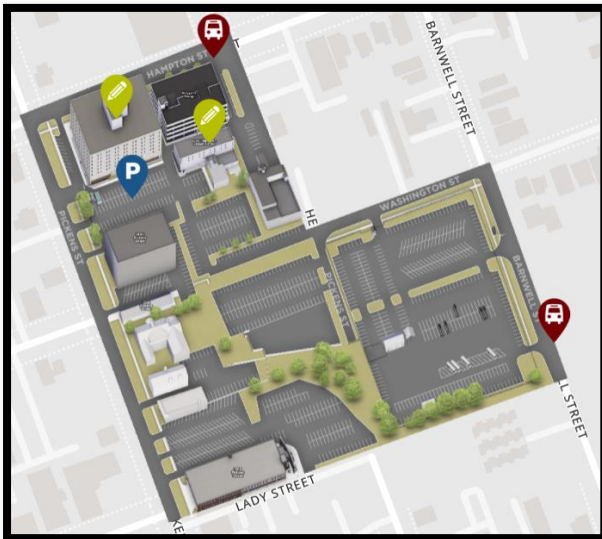
A: There will be sign in sheets. Time is rounded to the closest 15 min.

Q: I teach U101 and need to miss a couple of sessions.

A: We ask that those teaching U101 seriously consider using their peer person for PAL days. PAL should be the priority whenever possible. It is the university's investment in your professional development. This should not be too difficult with several weeks of notice to prepare someone to fill in for U101. This program builds on itself and will have a great deal of teamwork this year. Absences are felt.

Q: I cannot attend a session in-person, may I attend remotely?

A: Sessions are designed to be very interactive. It will be on a case-by-case basis depending on the topic and facilitation plan. If the instructor declines the request, and the participant is unable to attend they will not receive credit for the program.



Q: Where do I park?

A: **The Hampton St. Garage is not available for parking** (no guest spaces).

The image to the left outlines available parking (permit required).

You may also pay for metered parking around the Hampton St. Building.

Visit: <https://sc.edu/visit/map/index.php>

Q: What is the dress code for in-person sessions?

A: Business casual with comfortable shoes (some activities with movement). Dress comfortably and warmly (layers) as the large training room is historically cold. You are welcome to bring a blanket.



PAL PARTICIPANT GUIDE

Frequently Asked Questions



Q: Will lunch be served?

A: Yes. The calendar of menus will be posted in the Teams channel.

Q: What food is being served? I have a food allergy/aversion

A: Promptly review the program menu calendar for allergies or aversions. Please notify us of your allergy/aversion and we will try and accommodate. We do ask that everyone eat together to socialize. You are welcome to bring your own food, there is a refrigerator, microwave, and toaster.

Q: Can I bring snacks or breakfast into the room?

A: Yes, you can bring food and beverages into the training space. You are welcome to snack during sessions. Please be mindful of any fragrant foods to ensure they do not impact other participants.

Q: Is there homework for PAL?

A: Yes. Please refer to the assignments section within the Teams channel. There may be some pre-reading prior to sessions, some assessments to complete, as well as other assignments including your final project.

Q: How do I navigate my 360 if I only have 5 people who could rate me? Will this work?

A: Yes. Please consider peers (immediate and cross-functional) as well as any internal customers (who your role may support, not including students).

Q: I just had a 360 completed, I am hesitant to ask the same people for feedback. What do I do?

A: Send the PAL administrator your 360 results to see if we can work with them versus doing an additional assessment.

Q: What if I am new mother, requiring a lactation room?

A: It is located within our building; 8th floor room 802-A. Visit the front desk of the benefits floor (8th floor) to get the space unlocked. Alternative arrangements can be made available in an OPD office.

