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

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<th>Duration</th>
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<tr>
<td>10 minutes</td>
<td>Themes at the core of creating a successful working environment</td>
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<tr>
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<td>Groups – needs and development</td>
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<td>Teams – building, management</td>
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<td>40 minutes</td>
<td>Engagement in the workplace</td>
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<td>Climate</td>
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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
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*