



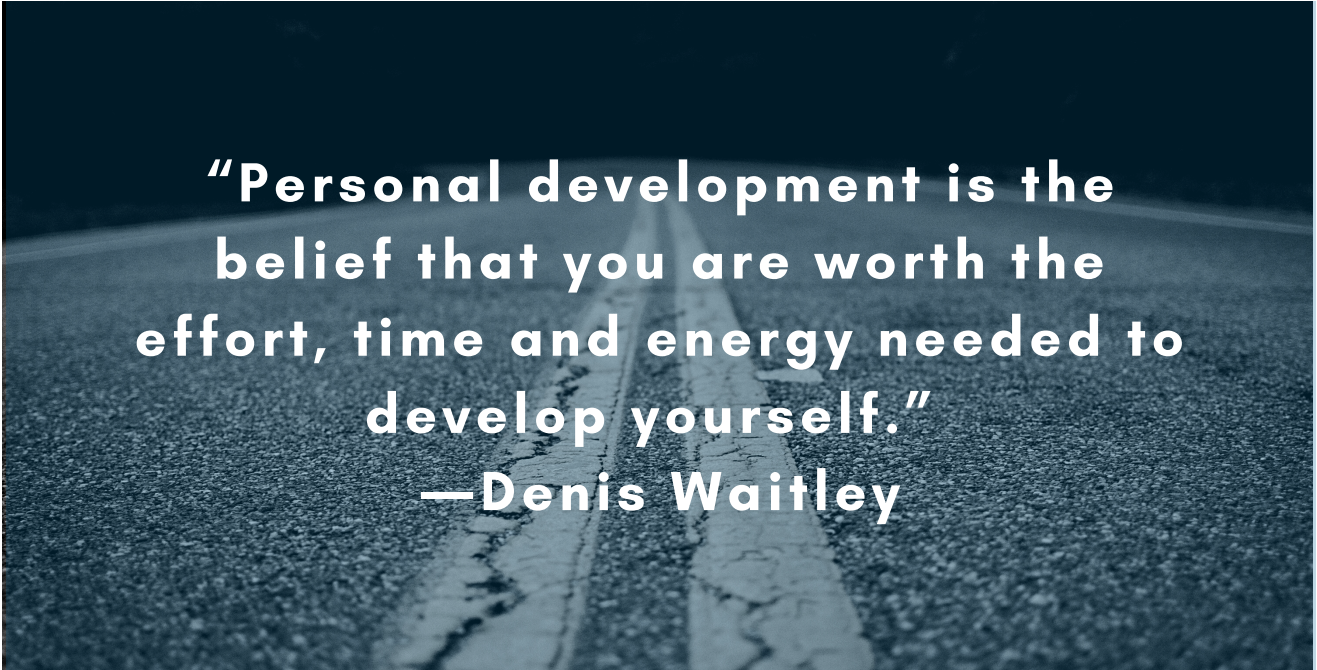
PAWZ FOR LEARNING

PROGRAM DETAILS

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- PHONE: (909) 537-3125
 - E-MAIL: staffdevelopmentcenter@csusb.edu
 - WEBSITE: www.csusb.edu/staff-development-center

PROGRAM OVERVIEW

Pawz for Learning (P4L) is a self-reported, self-development* program for CSUSB employees. Through a blend of learning activities, employees are encouraged to "pause" for a minimum of one (1) hour per month for 12 consecutive months. The Staff Development Center (SDC) is committed to providing opportunities for professional and personal growth, part of this provision is encouraging staff to pursue self-development opportunities.



**"Personal development is the belief that you are worth the effort, time and energy needed to develop yourself."
—Denis Waitley**

***Self-Development is defined as:**

"The total of all deliberate activities, not formally required by the organization, that an employee undertakes to gain and retain job knowledge/skills."

Source: [Orvis, K. A., & Leffler, G. P. \(2011\). *Individual and contextual factors: An interactionist approach to understanding employee self-development. Personality and Individual Differences*](#)

WHY PAUSE?

Research shows that failing to apply new material within six (6) days of learning will lead to losing 75% of that information! This means time invested in a 90-minute workshop could potentially result in only 25% retention of information.

[Source: Harvard Business Review](#)

Attending workshops, conferences and programming is a noble endeavor; however, the application of the material learned is what counts. P4L is a strategic approach to not only increasing the quantity of self-development, but also encouraging the practice of applying newly learned information.

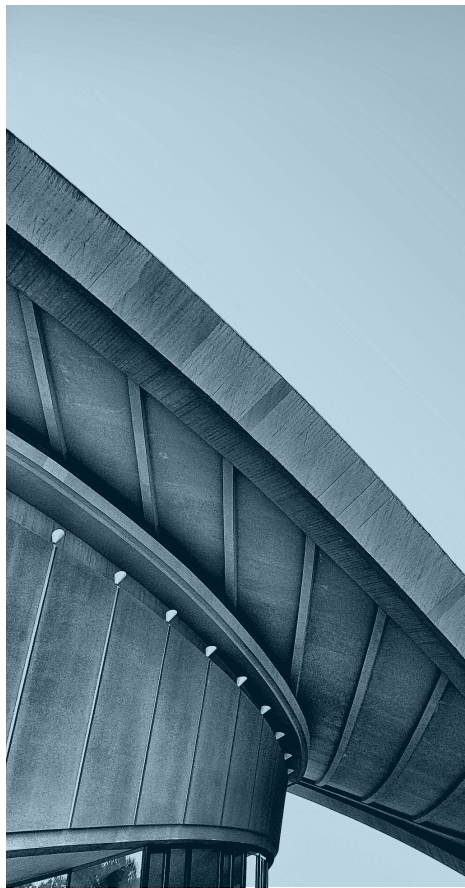
Additionally, P4L naturally lends itself to the crafting of a year-long Individual Learning Plan. Simply map out your professional development goals and interject milestones to complete P4L hours along the way.



BENEFITS

- Self-development training transcript
- Opportunity to create an Individual Learning Plan
- Add expertise to your professional resume or portfolio

HOW DOES IT WORK?



01

Dedicate one (1) hour per month.

Set aside at least one (1) hour of professional development each month for 12 consecutive months.

02

Submit your learning activities.

Track your learning hours and submit your total monthly hours completed at the end of each term (3 months) online or via email (see form). [Submit hours online.](#)

03

Be recognized for your investment!

If your learning hours total at least 12 hours (consecutively) for the entire year, you will a recognition incentive.

EARN BONUS HOURS

Share how you implemented the material learned to earn an additional 3 hours of credit per month.

Example: *"In addition to viewing an eCourse on presentation skills, I volunteered to present a project status update at my monthly department team meeting."*

- Work samples
- Presentation
- Meeting facilitation notes



SUBMITTING BONUS HOURS

When submitting your bonus learning activity, share how it meets the following criteria:

- I gained or furthered developed a skill that elevated my understanding of my career goals.
- I learned new skill(s) that I can immediately apply in my current role.
- I Increased my awareness of a new resource or approach in my industry/field that benefits my department, division, and/or CSUSB as a whole.



"Ultimately, there's one investment that supersedes all others: Invest in yourself. Nobody can take away what you've got in yourself, and everybody has potential they haven't used yet."
-Warren Buffett

WHAT COUNTS?

Eligible	Non-Eligible
Instructor-led workshops & programs Voluntary participation in a course, conference program, webinar and/or workshop ¹ that is not required by the staff member's immediate supervisor.	Required workshops & programs Required participation in courses, conferences, programs, webinars and/or workshops by the staff member's supervisor including compliance trainings. ²
Audited college-level courses Audited college courses (college credit not earned) that relate to one's self-development or personal growth.	Earned college-level credit College courses and/or research activities in which college credit is earned (e.g., assisting a professor with research for college credit).
University-related work groups Voluntary participation in University-related work groups.	Required University-related work groups Required participation in University-related work groups by the staff member's job duties.
Presentations & meeting facilitation Formal presentation opportunities or voluntary facilitation/co-facilitation of workshops/trainings that are not required by the staff member's supervisor/manager or job duties.	Repeated learning activities Repeated learning activities ³ that were submitted to Pawz for Learning in previous year(s) and in which the content is identical to previous versions.
eLearning & on-demand training Completion of eLearning/on-demand trainings that relate to one's professional development and/or personal growth (e.g., CSULearn, LinkedIn Learning)	Volunteer roles external to CSUSB Volunteer roles (school board member, parent teacher association, religious leader, girl scout/boy scout troop leader).
Credentialing & certification programs Credential/certification programs that allow the staff member to grow in their profession (e.g., Society for Human Resource Management -SHRM, Project Management Professional-PMP, CompTIA A+).	Degree completion credentials/certifications Credential/certification programs that are required as part of a degree completion program (e.g., Teacher Education Credential Program, Multiple Subject Credential Program, etc.).

¹ E.g., LEAD Summit, Womxn's Leadership Conference, CSUSB Business Conference, Employee Development Day, CSU Business Conference, Coyote Learning Circle, Career Pathways, CSU's Got Talent, LifeMatters, CUPA-HR etc.

² E.g., Diversity Awareness, Inclusion, & Equity, Defensive Driving, CSU – Injury and Illness Prevention Program, CSU Conflicts of Interest, EDU: Eliminate Sexual Misconduct, etc.

³ E.g., submitting Principles of Supervision as a completed learning activity in 2018-2019 and in 2020-2021

TIMELINE

July 2021

Register for P4L 2021-2022!

Nov 2021

Milestone 1: Submit August–October 2021 hours on or before 11/5/2021

Feb 2022

Milestone 2: Submit November 2021–January 2022 hours on or before 2/4/2022

May 2022

Milestone 3: Submit February–April 2022 hours on or before 5/6/2022

Aug 2022

Milestone 4: Submit May–July 2022 hours on or before 8/12/2022

Program concludes August 2022

[Register for P4L](#)

FREQUENTLY ASKED QUESTIONS

What if I missed a month and didn't complete any learning activities? Can I continue with the program?

Send an email to staffdevelopmentcenter@csusb.edu to discuss further.

A large part of my job duties and role require me to attend conferences and professional development activities throughout the year. Even though these are required, I still feel like I'm learning a lot of new information. Will these activities still count toward completed learning hours even if they are required?

Send an email to staffdevelopmentcenter@csusb.edu to discuss further.

I just learned about Pawz for Learning, have been tracking my own hours, and would like to join the program. Is it too late to participate?

At this time Pawz for Learning operates on a set schedule, we hope to potentially upgrade it to a "rolling" program.

Should I be completing self-development hours outside of my formal work hours?

Self-development is an on-going process. Although there may be opportunities to participate in learning activities during work hours, we strongly recommend discussing your Individual Learning Plan (ILP) with your supervisor to further discuss how your program participation allows you to reach your goals that are consistent with your role.

How do I register/enroll for this program?

Register [here](#)!

I missed the deadline to enroll, when is the next registration period?

The next registration period will open July/August 2022

If this is a self-development program that is self-guided, shouldn't I be able to jump in at any time? Why do I have to register?

When am I required to submit my hours for the term?

Although monthly submissions are recommended, please see the timeline for when you should be submitting your "bulk" hours before the end of each term.