

PAEL LEAP Action Summary

LEAP Workshop Year: 2017 Action dates: Spring, 2017-Spring, 2018	For more information contact: Steve Hanekamp – hanekams@uww.edu
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General Goal: We have been working to add information to the CSO Employee Handbook to include, checkoffs and short answer training pages that challenge newly hired CSO's to reflect on real world applications of their learned abilities to their job after graduation. We have done this with several additions to the employee handbook, on the job implementation, and additions to our training program to incorporate problem based learning.	
Planned Actions: The PAEL LEAP Team plans to add the following to the CSO Employee Handbook: <ul style="list-style-type: none"> • In an effort to aim high and be excellent in all job duties, we will create a University Housing 12am-5am training check off, and reflection space mirroring what has done for the other CSO shifts. • We will add a list of skills that employers are interested in, so that CSO's can reflect back on this list while completing training documentation and general work duties. This will be included in the training check-off portion of the handbook. • We will create D2L quizzes for the training tasks to be completed during the 3-day pre-semester training or during shadow shifts when hired to assess students' ability to apply learning to complex problems. • We will incorporate Problem Based Learning (PBL) into our training program material, with an emphasis in emotional intelligence. 	
Deliverables, Completed Actions: <ul style="list-style-type: none"> • Completed the University Housing 12am to 5am training check off, and reflection space mirroring what had been completed for other CSO shifts. • Completed the addition of a list of skills that employers are interested in and added to the training check-off portion of the handbook. • Have hand created quizzes for the training tasks. This will be implemented with the Universities change over from D2L to Canvas online learning classroom. • Problem based learning has been incorporated into our training and will be utilized with the Fall, 2018 school years 3 day CSO Training. 	