



1. Identify new ways to celebrate successes across IPS and to encourage sharing career milestones across the Institute.

a. Identify and implement a central communication platform for all IPS employees to access in sharing news, information and milestones.

2. Encourage inter-agency cross-training and networking.

a. Promote the IPS mentoring program, providing updated resources, training and expanding the program in sequential years.

- » **Q1 Actions:** Held first meeting; reviewed current state of program. Developed short- and long-term goals.
- » **Q2 Actions:** Clarified mentor requirements. Created 2-page mentor program overview. Defined outreach opportunities.
- » **Q3 Actions:** Held mentoring program meet-and-greet at IPS Annual Conference. Printed one-page program overview and pull-up banner.
- » **Q4 Actions:** Achieved 80% mentor pairings. Researched training modules. Explored visibility for the mentoring program in CatchUp.
- » **Champions:** Kim Denton, Joe Griffin, Kelley Myers

b. Provide time for employees to participate in job shadowing sessions with employees of other IPS agencies to promote networking and better understanding of the scope of services provided to customers.

c. Agencies will provide a list of services, events and programs that employees would be welcome to attend. This would serve as an opportunity for employees to learn more about the other parts of the Institute and/or to meet customers of other agencies. This information would be placed in a centrally located repository for easy access for all employees.

- » **Q1 Actions:** We worked with Susan Robertson to research a home for this repository on the soon-to-be launched intranet under the Staff section. The soft-launch is scheduled for June 2023. We'll know more once we see this in action, but it should be a good fit. We also hope to put a link to this data in the weekly IPS Catchup newsletter for quick reference.
- » **Q2 Actions:** We have discussed a game plan for how to proceed but are in standby until at which time Susan Robertson says that the Intranet is ready to launch. The launch date has been pushed back to August 1.
- » **Q3 Actions:** Executive directors have assigned someone to represent their agency to train.
- » **Q4 Actions:** Information was provided to Susan on 12/14/23. She's working with Kristy Keel-Blackmon to figure out best placement on the intranet. Assigned responsibility to agency representatives.
- » **Champions:** Felicia Roberts, Patrick Mills, Eileen Bernstein, Mike Galey, Donna Bridges, Steve Wyatt

3. Seek ways to integrate additional life balance for employees.

a. Provide annual information and/or training for best practices in alternative work assignments (AWA) for all employees.

- » **Q1 Actions:** Located HR128 Required AWA Training. Sourced additional training resources. Audited K@TE for trainings related to scope. Engaged IT for platform advice for AWA tips and tricks repository.
- » **Q2 Actions:** Drafted a project charter to outline actions and milestones with target dates.
- » **Q3 Actions:** We are reviewing a draft report and giving other committee members a chance to review it. The deadline to provide feedback is the last week of October.
- » **Q4 Actions:** Met on October 17 to finalize recommendations. Activated and made available K@te courses and IPS Intranet resources to all IPS employees for support and development.
- » **Champions:** Jutta Bangs, John Grubbs, Betsy Cunningham, Keith Ridley, Donna Bridges, Felicia Roberts

b. Offer an ongoing repository of resources available to address work-life harmony concerns experienced by employees.

- » **Q1 Actions:** Reached out to NCEL for model for WLB training. Sourced additional training resources. Audited K@TE for trainings related to scope. Engaged IT for platform advice for WLB tips and tricks repository.
- » **Q2 Actions:** Discussed options where resources could be placed.
- » **Q3 Actions:** We are reviewing a draft report and giving other committee members a chance to review it. The deadline to provide feedback is the last week of October.
- » **Q4 Actions:** A meeting was held on October 17 to finalize recommendations. All K@te courses and IPS Intranet resources were made available to IPS employees for support and development.
- » **Champions:** Jutta Bangs, John Grubbs, Betsy Cunningham, Keith Ridley, Donna Bridges, Felicia Roberts