Maximizing Your Impact: Applying What You’ve Learned
NCSL 2022

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Session Objectives

- Examine the purpose and importance of training
- Discuss organizational alignment
- Develop SMART goals to apply what you have learned
Training in the United States is an expensive endeavor for all organizations. In 2019, according to the Training Industry Magazine, organizations in North America spent $169 billion on training and development.

However, one study found that only 10% of all training experiences are transferred from training to the work setting.

Training is defined as the acquisition of skills, concepts, or attitudes that results in better performance in the workplace setting.

The main reasons for training activities are the delivery of skills, abilities, and knowledge to employees to achieve the objectives of an organization. These objectives can only be achieved when employees transfer what they learn in training to the workplace.

The question arises that after employees have participated in a training program will they be able to transfer that training to their workplace.
Maximizing the Impact of Training

Training and development in the work setting creates benefits for individuals, teams, organizations, and society.

The Organization
Organizational Alignment

- Vision
- Mission
- Values
- Goals
- Tactics
- Measures
Can you state your organization’s vision and/or mission statement without reading it?
Vision-Mission-Values

• **Vision:** What the organization strives to be; a statement of a desirable future

• **Mission:** What the organization does to move toward the vision

• **Values:** What the organization stands for; guiding principles for service delivery

- Effective Supervisory Practices (Fifth Edition)
The Carl Vinson Institute of Government will be recognized nationally and internationally for our outstanding programs that enhance the capacity of governments to serve people. This vision entails an institute that...
Purpose: Present Tense

MISSION STATEMENTS

What do we do?
How do we do it?
Why do we do it?
At the Institute of Government, we inform, inspire, and innovate so that governments can be more efficient and responsive to citizens, address current and emerging challenges, and serve the public with excellence.
Vision and Mission Statement Takeaways

• Knowing the organization’s vision and mission statements help employees:
  
  ➢ Understand how their role supports the purpose of the organization
  
  ➢ Better align themselves with the organization
Values: Carl Vinson Institute of Government

➢ Excellence
➢ Inclusivity
➢ Integrity
➢ Innovation
➢ Public Service
Organizational Alignment

Organizational alignment, or total team alignment, is the idea that the entire team from the most entry-level employees to the CEO share a common vision and goal for the company.

The importance of organizational alignment can’t be overstated.

Without organizational alignment, the infrastructure of the company can become misguided, chaotic, and aimless.

Center for Management & Organizational Effectiveness: https://cmoe.com/glossary/organizational-alignment/
Achieving organization alignment helps the organization operate more effectively and efficiently.
Your Role in the Organization

Do you know how your role impacts each person in your organization?
• Understanding how your role impacts others in the organization increases your understanding of how the organization operates.
Legislative Staff Certificate Program

- The Legislative Institution
- Legislative Fiscal Concepts
- The Model Code of Conduct for Legislative Staff
- Effective Communication Skills
- Leadership Skills within the Legislative Ecosystem
In your Breakout Room, please create your list of learning take-aways from the following Modules:

- **Module 1**: Our American Legislatures: Understanding Their Characteristics and Procedures
- **Module 2**: The Model Code of Conduct for Legislative Staff
Goals: Specific outcomes to be achieved by departments, divisions, and individuals

Tactics: Specific short-term steps to help achieve the goals; a strategic to-do list

Measures: quantitative or qualitative indicators of progress

- Effective Supervisory Practices (Fifth Edition)
SMART Goals

➢ Specific

➢ Measurable

➢ Attainable

➢ Relevant

➢ Timely

- Effective Supervisory Practices (Fifth Edition)
Sample SMART Goals

➢ Be more focused on achieving daily tasks by minimizing distractions and increasing productivity by 40% over the next 3 months.

➢ Walk 30 Minutes a Day, 5 Days a Week

➢ Attend three networking events quarterly to connect with old colleagues and meet new people.
In your Breakout Rooms, create strategic SMART goal(s) to implement your learning take-aways from Modules 1 and 2 of the Legislative Staff Certificate Program when you return to your organization.

Share and discuss your SMART goals with your group. Your SMART goals should be aligned with your organization’s vision and mission statements.
Create SMART Goals for the following modules in your Breakout Room, please create a list a learning take-away from each of the following Modules:

- **Module 3: Concise, Clear Communications**
- **Module 4: Budgeting 101**
- **Module 5: Leadership Skills Within the Legislative Ecosystem**
Major Take-aways

➢ The importance and purpose of training

➢ Organizational alignment

➢ Create SMART goals to ensure transfer knowledge

➢ Apply what you learned
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