

LRC Administrative Staff In-House Retreat

The Value of You

July 29th & 30th, 2021
Capitol Annex Campus



LRC's most valuable asset is you!

ORIGIN

Lots of our administrative people don't get to travel for conferences, but that doesn't mean they can't benefit from some professional development.

If you think it would be a good idea, please give some thought to what a two-day, onsite retreat geared towards our administrative professionals might look like. This is something I would be willing to spend money on...

*-Jay Hartz, LRC Director
(Email; March 2021)*



*Pictured from left to right: Shane Bennett, Legislative Services Supervisor
Tim Holbrook, Deputy Director and Chief Human Resources Officer;
Cindy Smith, Facilities Administration Supervisor;
Jack Klemeyer, Event Emcee & Public Speaker; and, Jay Hartz, LRC Director*



BUILDING THE AGENDA



LRIC Administrative Staff Retreat 2021: The Value of You

Day 1 | July 29

NAME	JOB TITLE
8:00 AM	Registration (Outside 154)
8:40 AM	<ul style="list-style-type: none">• Welcome — Senate President Robert Starnes and House Minority Whip Chad McCreary
9:30 AM	<ul style="list-style-type: none">• Retreat Overview
	"MAXIMIZING VALUE" — (Two Speakers to Inspire Your Retreat)
10:45 AM	Ice Breaker: Scavenger
10:15 AM	BREAK
10:30 AM	"FINDING VALUE" — Personal Development <ul style="list-style-type: none">• Time Management• Kentucky Employment Assistance Program (Kewa Assist)• Financial Wellness (Event Music)
12:00 PM	LUNCH with optional Vendor Fair Booths (Room 113) (Personalized Order)
1:00 PM	Reporting the 2021 Legislative Session of the GA (Jay Harris & Josh Brinkley) <ul style="list-style-type: none">• What worked? What didn't? What do we need for next time?• Technology changes at LRC Panel Discussion <ul style="list-style-type: none">• Can't Stand This... (Barbara Hartley)• Let's Stand This... (Susan Bush & Amber Reynolds)• Aha! Need This... (Danae Kist)
2:00 PM	BREAK
2:15 PM	Team Builder #1: Team You "Connected Threads" Supporting LRC's Mission
3:15 PM	Wrap up Day 1 & Look ahead to Day 2

Our theme for the retreat was "The Value of You!" We added activities, speakers, and discussions that built from that theme. We also hired an emcee to host the retreat to give it a different feel.



Click above to see the full agenda.

AGENDA- FINDING VALUE

We recruited vendors to speak to the group, and to individuals at lunch, about employee benefits that are easily overlooked. We did a Vendor Bingo drawing to encourage participants to speak with all our vendors.

We also encouraged staff to sit with colleagues they didn't know and find commonalities. This helped them find value in themselves, their work, and their colleagues.



AGENDA- ADDING VALUE



There were at least 4 specific professional development segments offered to attendees, outside of the opportunity to discuss issues, network with others, and speak with vendors:

- Time management
- Customer Service
- Dealing with difficult people
- Navigating our professional development program MyPurpose
- NCSL was a huge hit with our audience!

AGENDA- ATTENDEE PANELS



There was a panelist segment per day featuring at least one staffer from each department: legislative assistant, committee assistant, and administrative assistant. Panels:

- Allowed departments to speak directly to one another about needs
- Spotlighted top-performing staffers
- Gave them a chance to advocate for their team
- Pinpointed natural leaders for follow-up discussions



Watch our "Value" video!



COMMUNICATION STRATEGY

- Save the date card given out at LRC's Administrative Professional's Ice Cream Social
- Invite video (above)
- Formal letter to staff
- Periodic emails
- Email to legislators
- Director's message (in their retreat folder)
- "Thank You" cards sent afterward to all collaborators



Click to see Director's message to staff

LITTLE THINGS/BIG IMPACT



- Photobooth
- Door prizes
- Giftbags and personalized retreat folders
- **Event emcee**
- It looked and felt like an off-site conference!

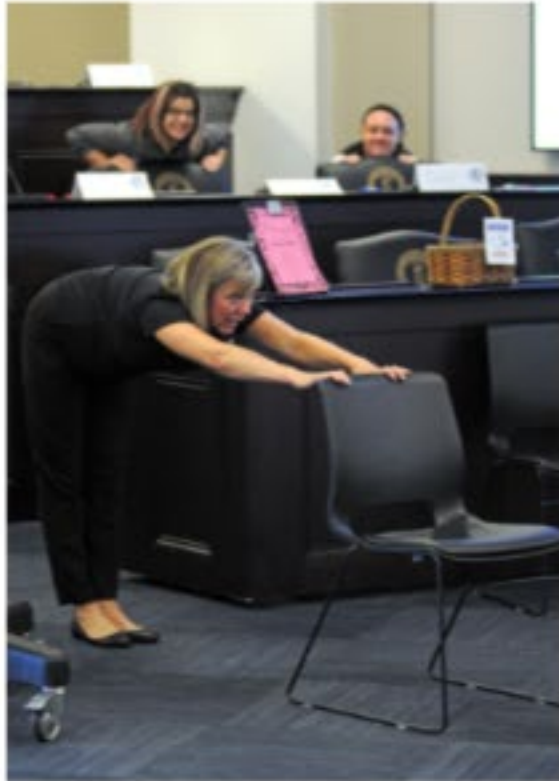
WHAT PARTICIPANTS SAID



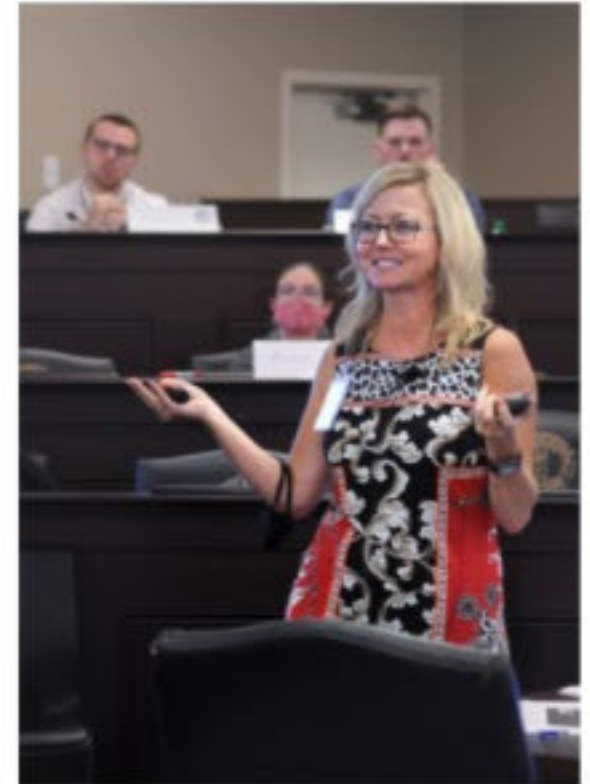
WE FOLLOWED UP



Attendees returned to their workstations to multiple, tangible takeaways from the retreat, including:



- Providing KEAP services onsite one day/week
- Providing professional development days one day/month
- Audience with legislature leadership
- Employee recognition- the importance of the work they perform each day
- Made new friends
- Tips that support staff professionally and personally



WE HAD FUN!

