



# STREAMLINING PROCESSES

Engage Meetings and Resources

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# Streamlining Processes – Where We Need It & Where We Don't

- Purpose
- Applicable to all of Department of Mental Health (DMH) employees
  - Supervisors and staff members meet regularly during Engage meetings.
- What is Engage?
- Streamlining Engage
  - Professional development = establishing goals
  - Once goals are developed during Engage meetings, they are reviewed regularly to determine progress and success.
  - When a supervisor and/or staff member are not able to find the resources necessary for these goals, they become stagnant.

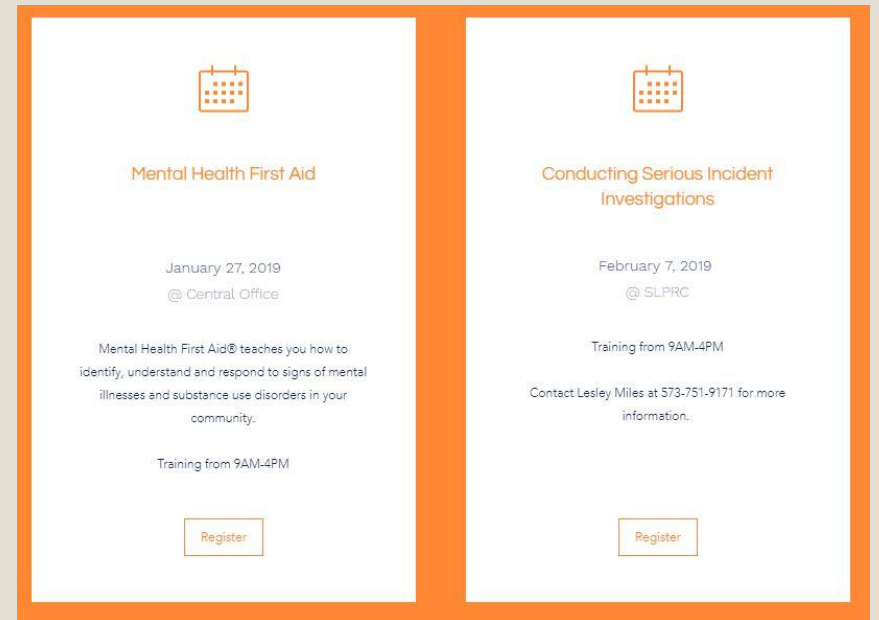
# Organization and Development of Resources

- A central location for a multitude of resources that can be helpful in assisting staff with establishing and achieving goals
  - Create a DMH website
  - This website would be developed and maintained within DMH Central Office.



# What Resources are Included?

- Website will include resources related to a variety of interests including the Management Training Rule competencies.
- Resources will be accessed through a variety of medias including but not limited to:
  - Websites
  - Blogs
  - Articles
  - Podcasts or audio clips
  - Books
  - Trainings – in person and online
  - Videos
- A calendar of DMH state-wide and regional trainings will be provided.



# How to Use It

- All DMH employees will have free and anonymous access.
- The website will be easy to navigate with simple links to topics of interest.
- The website may be used **during** Engage meetings.
  - During the discussion of goals, supervisors may choose to pull up the website to help the staff member choose an appropriate resource.
  - If appropriate and timely, they may choose to watch a video or listen to a clip about the goal together and discuss it during this meeting.
- The website may be used **outside of** Engage meetings.
  - Supervisors and/or staff members may choose to access the site independently and then discuss the resources they accessed during subsequent meeting.
  - Supervisors may suggest the staff access a resource to bring with them to the next Engage meeting for discussion.

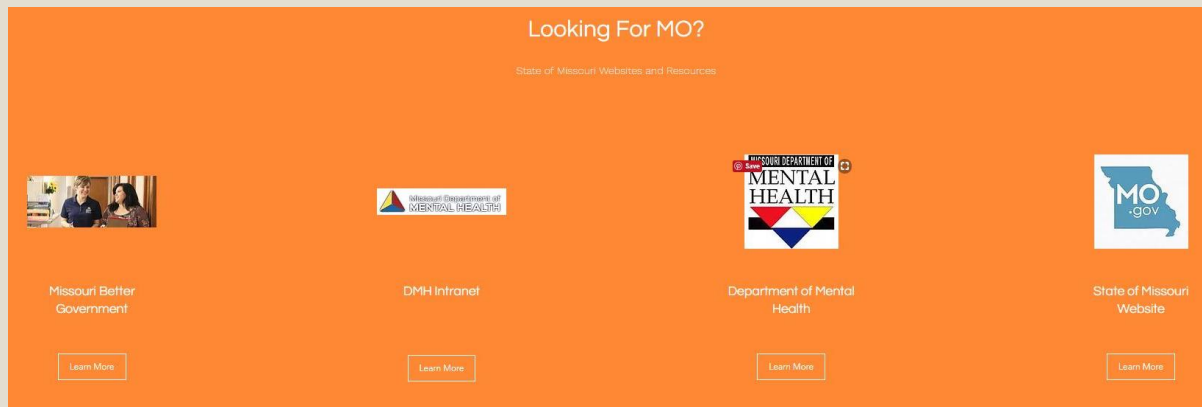
# What are the Benefits?

- This website will assist supervisors and staff in easily finding the resources needed to achieve personal and professional goals.
- Some supervisors have many staff members.
  - This website will allow them to spend less time tracking down resources for each person.
- Once a supervisor or staff member becomes familiar with the website, they may choose to access resources in other areas to continue to develop a variety of skills and achieve goals.

# Department of Mental Health Engage through Resources

*The one-stop shop for resources to assist with Engage meetings.*

## ○ Additional links that may be helpful:

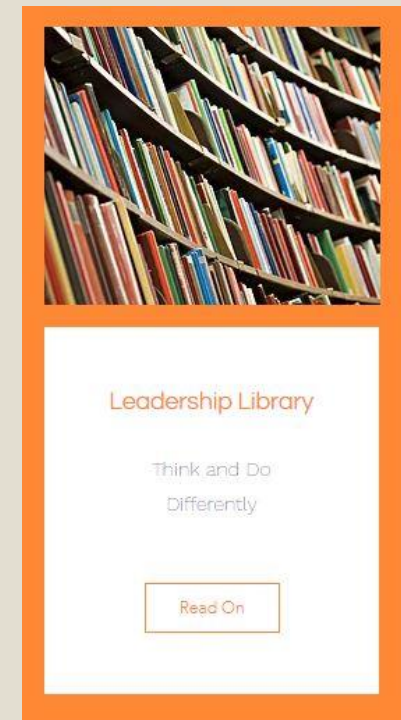


## ○ GuidanceResources online

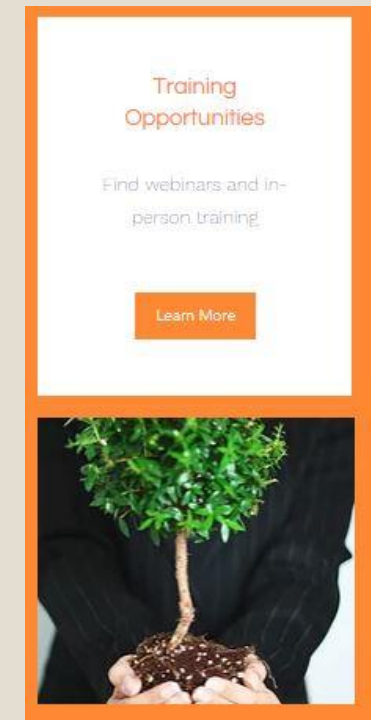
GuidanceResources online is an award-winning, comprehensive, interactive service that provides expert content and unique tools to assist you in every aspect of your life, all in a secure, easy-to-use, personalized environment.



## ○ Leadership Library



## ○ Looking for a training?





# TOPICS

- Communication (written and verbal)
- Confidence
- Computer Literacy
- Customer Service
- Dealing with Conflict
- Decisiveness
- Emotional Intelligence
- Financial Management
- Flexibility
- Health (physical and emotional)
- Influencing
- Leadership
- Mediating
- Mentoring
- Negotiating
- Organization
- Public Speaking
- Problem Solving
- Retirement
- Strategic Thinking
- Stress Management
- Team Building
- Technical Knowledge
- Time Management

Department of Mental Health  
ENGAGE Through Resources

The one-stop shop for resources to assist with ENGAGE meetings

Home Computer Literacy Confidence Customer Service Dealing with Conflict Decisiveness Emotional Intelligence More

## ENGAGE Through Resource

Welcome to the official DMH ENGAGE Through Resources. Here, Department of Mental Health Employees can find anonymous resources, on a variety of topics, to assist with their professional development. Staff and students are encouraged to utilize this site before, during, and after regular meetings. Quick and easy access to leadership and development resources enhance employee engagement and improve morale.

Scroll down to find the topics and resources you need.

If there is a topic you'd like to see added or if you have feedback for this site, please send us a message using the information below.

[ENGAGE Tracking Portal](#)

- Financial Management
- Flexibility
- Health
- Influencing
- Leadership
- Ted Talks
- Training Opportunities
- Maximum Impact Mentoring
- Written Material
- Mediating
- Mentoring
- Negotiating
- Organization
- Problem Solving
- Public Speaking
- Ted Talks
- Training Opportunities
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- Retirement
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- Written Material
- Technical Knowledge
- Time Management
- Verbal Communication
- Written Communication

# Leadership

## Written Material



### Written Material

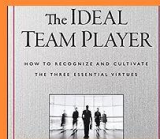
Find additional book recommendations, as well as print and online articles

[Read On](#)

## External Links

### Books

Additional books to consider checking out

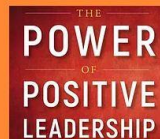


The Ideal Team Player

by Patrick Lencioni

### Strength Based Leadership

by Tom Rath



The Power of Positive Leadership

by Jon Gordon

### Free Resources

Access the Leadership Library, articles on leadership styles, Ted Talks, leadership assessments, books, and more.



Leadership Library

Think and Do Differently

[Read On](#)

### Myers-Briggs

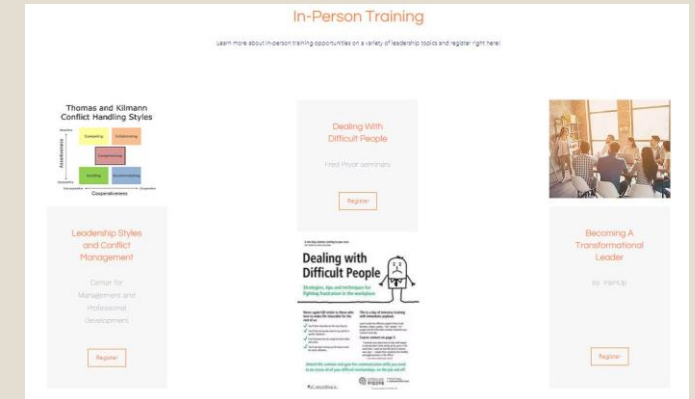
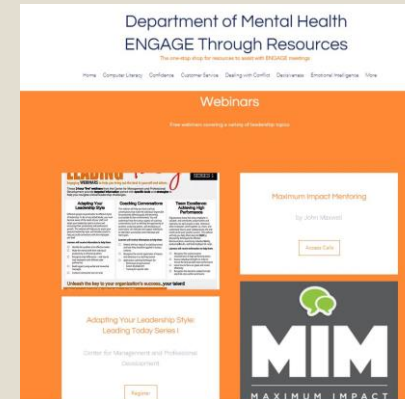
Take the test to find your personality type

[Find Your Style](#)

### PERSONALITY TYPES KEY

<b>Extroverts</b> Extroverts are people who are outgoing, energetic, and enjoy being around others. They are often the life of the party and are comfortable in social situations.	<b>S</b> <b>Sensors</b> Sensors are people who are practical, detail-oriented, and focused on the present. They are often the ones who are good at following instructions and are reliable.
<b>Introverts</b> Introverts are people who are quiet, reserved, and enjoy spending time alone. They are often the ones who are good at listening and are thoughtful.	<b>N</b> <b>Intuitives</b> Intuitives are people who are imaginative, creative, and focused on the future. They are often the ones who are good at seeing the big picture and are innovative.
<b>Thinkers</b> Thinkers are people who are logical, analytical, and focused on facts. They are often the ones who are good at solving problems and are objective.	<b>J</b> <b>Judgers</b> Judgers are people who are organized, planned, and focused on deadlines. They are often the ones who are good at managing time and are efficient.
<b>Feelers</b> Feelers are people who are empathetic, compassionate, and focused on people. They are often the ones who are good at building relationships and are supportive.	<b>P</b> <b>Perceivers</b> Perceivers are people who are flexible, adaptable, and focused on possibilities. They are often the ones who are good at seeing the potential and are open-minded.

## Training Opportunities



## Ted Talks



### Ted Talks

Find our favorite videos on leadership

[View Videos](#)

### Ted Talks on Leadership



How Great Leaders Inspire Action

by Simon Sinek

[Watch](#)

Everyday Leadership

by Drew Dudley

[Watch](#)



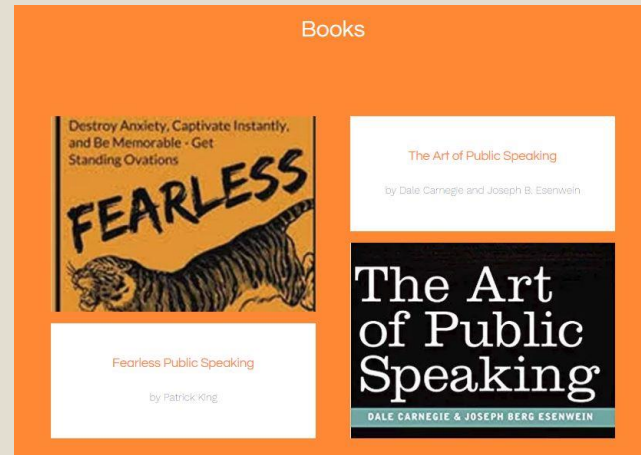
What It Takes To Be A Great Leader

by Rosalinde Torres

[Watch](#)

# Public Speaking

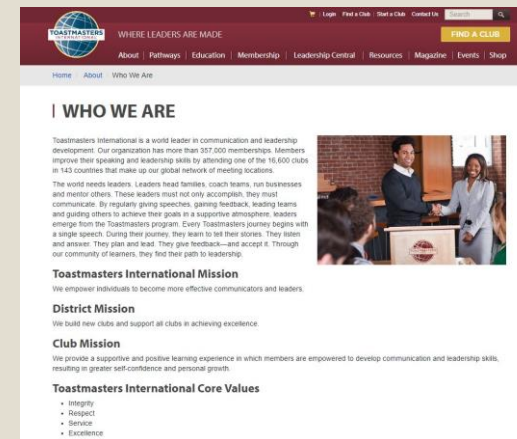
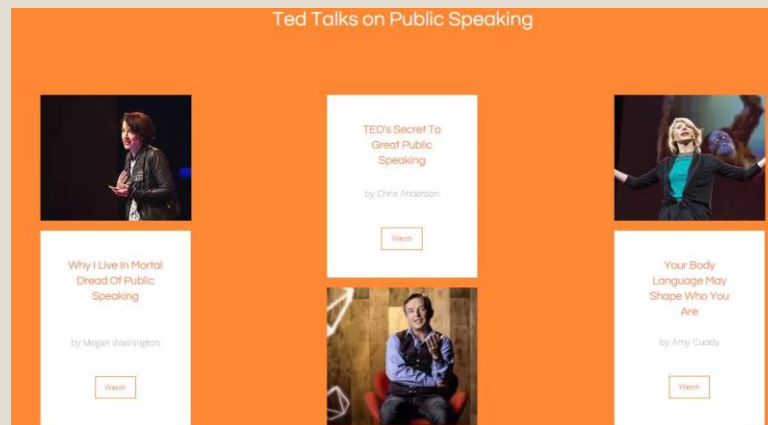
## ○ Written Material



## ○ Training Opportunities



## ○ Miscellaneous



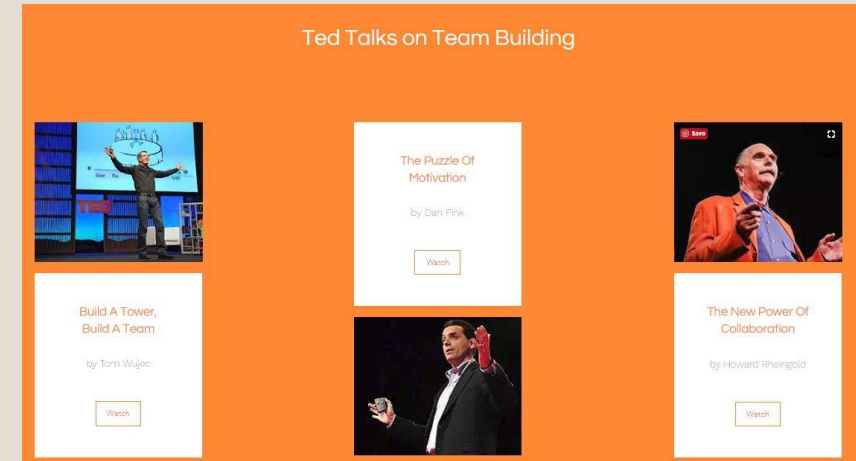
## ○ Ted Talks

# Team Building

## ○ Websites

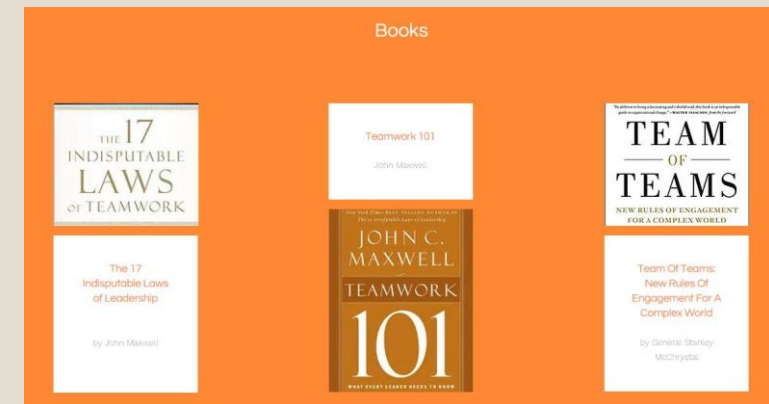
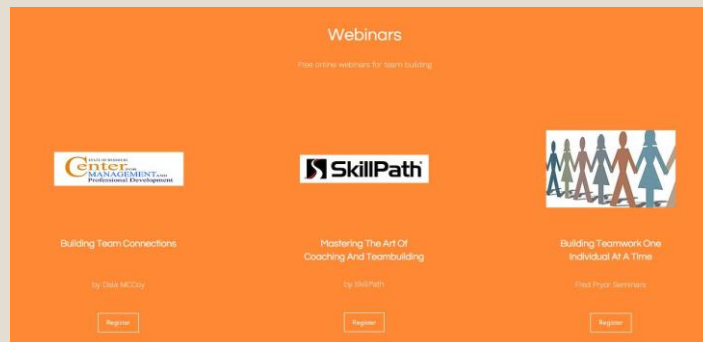


## ○ Ted Talks



## ○ Written Material

## ○ Trainings





# DMH Training Calendar

- Includes trainings hosted by DMH by month throughout Missouri

JANUARY 2019						
		1	2	3	4 Mental Health First Aid Training in Jefferson City - Contact Joan Smith at 573/751-2020 for details	5
6	7 DMH 101 in Kansas City - contact J. Bailey at 816/512-9090 for details	8	9 Conducting Serious Incident Investigations in St. Louis - Contact Lesley Miles at 573/751-9171 for details	10 Conducting Serious Incident Investigations in St. Louis	11 Conducting Serious Incident Investigations in St. Louis	12
13	14	15 SMART training in Fulton - contact Joan Smith at 573/751-2020 for details	16	17 Coping with Disasters in Springfield - contact B. Gierer at 417/645-8989 for details	18	19
20	21	22	23 Suicide Prevention in Jefferson City - contact S. Williams at 573/751-4242 for details	24	25	26
27	28	29	30	31		

# Information about external trainings

- Missouri Office of Administration Division of Personnel's training calendar

<https://www.training.oa.mo.gov/calendar.htm>

- Fred Pryor Seminars CareerTrack award-winning business training

<https://www.pryor.com/>

- SkillPath training seminars – helping build a better workforce

<https://skillpath.com/>





GuidanceResources Online  
welcomes Missouri Consolidated  
Health Care Plan.

## I'M LOOKING FOR

- Counselor
- Lawyer
- Certified Financial Planner
- Child Care Provider
- Elder Care Provider
- College and University

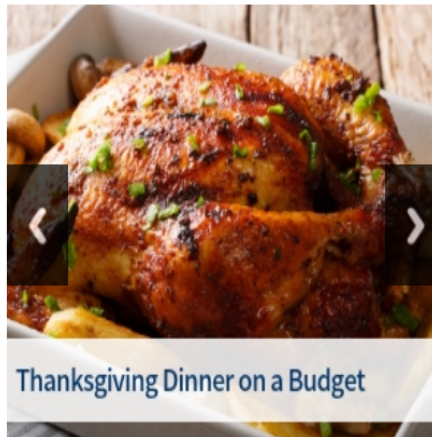
## ALERT: BREAKING NEWS AND INFORMATION

### Wildfire Resources

Parts of California are being affected by wildfires. Get updates here.

### Winter Weather Resources

Winter weather is affecting parts of the U.S. Get updates here.



Thanksgiving Dinner on a Budget

## Hot Topics

- Living with Epilepsy
- Diabetes Awareness
- 6 Tips for Safe Sidewalks *=New!*
- Developing Financial Stability
- Simple Changes to Improve Well-Being
- Diabetes Prevention Healthy Habits Assessment
- ADA and Child Care Providers
- Thanksgiving Options During Tough Economic Times

## ASK A GUIDANCE CONSULTANT



- [Send a Question](#)
- [Chat for a Referral](#)
- 800-808-2261

## TELL-IT-NOW! POLL

Do you feel isolated at work? If so, what would most improve the situation?

- ☐ More social events
- ☐ More meetings
- ☐ More cross-departmental projects
- ☐ More "down time" and opportunity to casually interact
- ☐ Getting involved in

# Thank you for your attention!

- [ENGAGE Through Resources](#)

- Any questions?