

UC San Diego

CENTER FOR OPERATIONAL EXCELLENCE

LEAN, LUNCH & LEARN

WORKSHOP

SEPTEMBER 15, 2022

*"STAFF TEAM BUILDING"*



Our Sponsor:

**MARIE CARTER-DUBOIS**

Associate Vice Chancellor for Resource  
Administration, Office of EVC

# CENTER FOR OPERATIONAL EXCELLENCE



**Ahren Crickard**  
Director



**Kevin Waldrop**  
Assistant Director

THE "TEAM"

## 2022 L3s

Month	Topic
FEB	Student Employee Onboarding Checklist
JUL	HR Contact Training Resources
AUG	Fiscal Reporting - Overview & Updates
<b>SEP</b>	<b>Staff Team Building</b>
OCT 14 <sup>th</sup>	Campus Documentation Best Practices

## COE WEBSITE

Post all resources on  
COE website

### Academic Affairs Best Practices

In collaboration with Deans and Assistant Deans, Professional Schools, and Academic Affairs administrative units, COE is developing resources for best practices. COE hosts the Lean, Lunch and Learn (L3) workshops to invite subject matter experts together to explore and refine administrative processes like onboarding, offboarding and reporting. COE provides the infrastructure for the subject matter experts to collaborate and build upon each other's resources and expertise.

#### BEST PRACTICES



[Best Practices Committee](#)

[Collaboration Policy](#)

[L3 Workshops](#)



OUR HOST

Ahren Crickard

Director, Center for Operational Excellence

Office of the EVC

## STAFF TEAM BUILDING AGENDA

- > Why?
- > Reclaim time
- > Ideas from us
- > Share






*"No one can whistle  
a symphony.*

*It takes  
a whole orchestra  
to play it."*

*- H. E. Luccock*



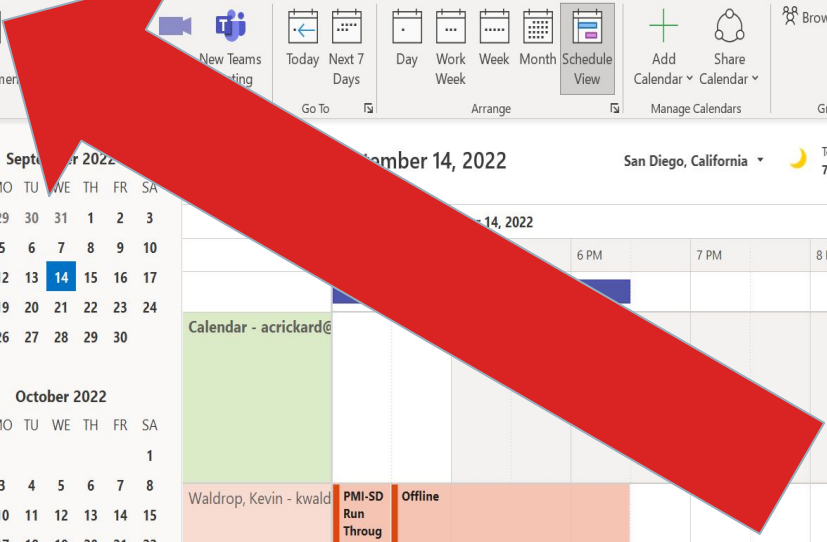
A top-down view of a wooden desk. In the center is a blue clipboard with a black clip at the top, holding a white sheet of paper. On the paper, the text "Let's shorten meetings." is written in a black, sans-serif font. To the left of the clipboard is a white cup of dark coffee, a loaf of bread with seeds, and a stack of papers. To the right is a silver laptop with a visible keyboard and a small potted plant. A black pen with blue accents lies horizontally at the bottom of the clipboard.

Let's shorten  
meetings.

## OUTLOOK DEFAULT SETTINGS FOR 45 MINUTE MEETINGS

1. Open Outlook
  2. Go to File>>Options>>Calendar
  3. In the "Calendar Options" menu, set the default meeting length to 1 hour under "Default Duration of New Appointments & Meetings"
  4. Tick the "End appts. Early" box
  5. Set "one hour or longer" to 15 minutes
  6. Click "OK" at the bottom of window to save settings
- ❖ New meetings should automatically set to 45 minutes.


Microsoft Outlook interface showing a calendar view for September 14, 2022. The interface includes a ribbon with tabs like File, Home, and Send/Receive, and a ribbon group for Calendar with options like Schedule View, Add Calendar, and Share Calendar. A large red arrow points to the Schedule View icon. The calendar shows a meeting titled "PMI-SD Run Through w PMI" on September 14, 2022, from 6 PM to 7 PM. Other calendar entries include "Calendar - acrickard@" and "Offline". The interface also displays weather information for San Diego, California, and a list of calendars at the bottom.

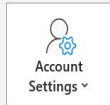


Calendar	Event	Date	Time
Calendar - acrickard@		September 14, 2022	6 PM - 7 PM
Waldrop, Kevin - kwald	PMI-SD Run Through w PMI	September 14, 2022	6 PM - 7 PM
Waldrop, Kevin - kwald	Offline	September 14, 2022	7 PM - 11 PM

# Account Information

 acrickard@ucsd.edu  
Microsoft Exchange

 Add Account



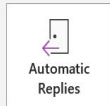
## Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.  
<https://outlook.office365.com/owa/UCSD.EDU/>
- Get the Outlook app for iOS or Android.



[Change](#)



## Automatic Replies (Out of Office)


Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.

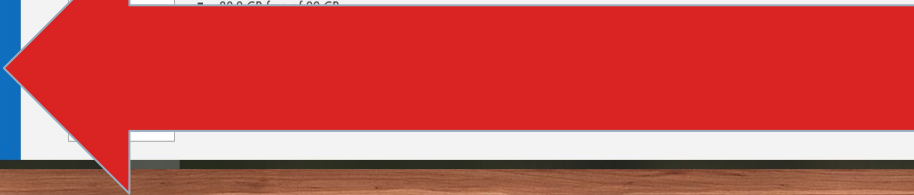


## Mailbox Settings

Manage the size of your mailbox by emptying Deleted Items and archiving.



-  Info
- Open & Export
- Save As
- Save Attachments
- Save Calendar
- Print
- Office Account
- Feedback
- Options
- Exit



Outlook Options

General  
Mail  
**Calendar**  
Groups  
People  
Tasks  
Search  
Language  
Accessibility  
Advanced  
Customize Ribbon  
Quick Access Toolbar  
Add-ins  
Trust Center

**Work time**

Work on:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

First day of week: Sunday

First week of year: Starts on Jan 1

**Calendar options**

Add online meeting to all meetings ⓘ

Default duration for new appointments and meetings: 1 hour

Shorten appointments and meetings: End early

Less than one hour: 5 minutes

One hour or longer: 15 minutes

Default reminders: 15 minutes

Allow attendees to propose new times for meetings

Use this response when proposing a new meeting time: ? Tentative

Add holidays to the Calendar: Add Holidays...

Change the permissions for viewing Free/Busy information: Free/Busy Options... Other Free/Busy...

Enable an alternate calendar

English Gregorian

When sending meeting requests outside of your organization, use the iCalendar format

Show bell icon on the calendar for appointments and meetings with reminders

OK Cancel

Outlook Options

- General
- Mail
- Calendar**
- Groups
- People
- Tasks
- Search
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Work time



Work hours:

Start time: 8:00 AM

End time: 5:00 PM

Work week:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

First day of week: Sunday

First week of year: Start

Calendar options



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## How TO STICK TO IT

- ❖ No AGENDA? No meeting.
- ❖ Timebox all items
- ❖ Assign all items
- ❖ Assign a timekeeper!
- ❖ Scribe v. All in
- ❖ And...action! (End with action items!)



# Vol 50



UC San Diego

## 2022 NEW STUDENT WELCOME CONVOCATION

TUESDAY, SEPTEMBER 20 • RIMAC FIELD • DOORS 3:30PM, PROGRAM 4:30PM

[twow.ucsd.edu](http://twow.ucsd.edu)



# UCSD CHALLENGE COURSE



# STUART COLLECTION TOUR



# BIRCH AQUARIUM TOUR



## TEAM BUILDING IDEAS

### On-campus:

- > NTPLL Art class
- > NTPLL Kitchen classes
- > Global Kitchen Demo
- > DIB tour
- >

### Off-campus:

- > Park & Market Tour
- > Torrey Pines Walk
- > Salk Tour
- > Gliderport picnic

### Gatherings:

- > All-about me
- > Ice Cream Social
- > PC Theatre
- > Digital Gym @ P&M

# UCSD ATHLETICS

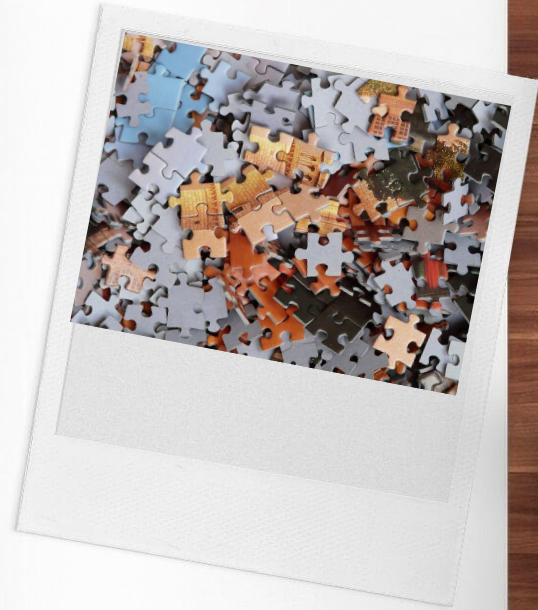


## TEAM BUILDING: OTHER RESOURCES

### HR Team Building:

- > Toolkit for Team Building
- > Ice breakers
  - HR
  - BECOP

# THINK SHIFTS






## TEAM BUILDING: OTHER RESOURCES

### Virtual/Hybrid Facilitation:

- Tools:
  - Miro, Mural & LucidChart/LucidSpark
  - Teams, Slack, Google Chat
  - Board Game Arena
- Webinar w Stephanie Hill

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Time to share...



THANKS!

Any questions?

Contact us at [coe@ucsd.edu](mailto:coe@ucsd.edu)



Next L3 Workshop:

**Campus Documentation Best Practices  
October 14th**

11:00 a.m. - 11:45 a.m.

Join us for this information workshop on your campus documentation needs - What goes where?

Visit [COEL3](#) for more information.





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