Organizational Citizenship

Organizational Citizenship is about understanding the culture and structure of the organization, understanding the vision, mission and values and how their work contributes to the goals of the University, and how to behave in a respectful and professional manner at work.

Pathways Courses with short descriptions

Orange Path: Organizational Citizenship

Dare to Discover 101 – This in-depth full-day course is focused on understanding how the university works, while showing employees how their work connects to the UAlberta vision and mission. Time will be spent introducing relevant policies and legislation, and learners will explore the concepts of personal accountability and relationship-building. The goal is to help learners become fully engaged and integrated staff members.

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<th>Competencies</th>
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<td>A. Demonstrate Organizational Citizenship</td>
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<td>A1. Identify and apply applicable legislation and policy:</td>
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<td>i) Comply w/ legislation, collective agreements, policy &amp; procedures, etc.</td>
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<td>ii) Navigate Governance</td>
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<td>a) Demonstrate accountability</td>
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<td>b) Protect the reputation of the department and University</td>
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**New Employee Orientation** – This exciting full-day session begins with welcoming remarks and key messages from high-level University administrators. The day also includes an introduction to the innovative Information Marketplace, which showcases services and resources offering professional and personal support. A walking tour of the campus wraps-up the day’s activities.

**Respect 101** – This half-day session aims to help learners expand their knowledge and awareness around respect. Education, exposure and hands-on experiences help you learn, practice, and discover how to create inclusive and respectful working, studying and living environments at the University of Alberta.

**Skill Soft related coursework available:**
- Time Management
- Support your Leader
- Cross-Functional Team Fundamentals
- Develop your Reputation for Business Professionalism
- Developing Strategic Peer Relationships
- Goals and Setting Goals
- Working with Difficult People
- Diversity of the Job
- Introduction to Workplace Ethics
- Green Business: Implementing Sustainability Strategies
- Introduction to Green Business and Sustainability
- Risk Management: Identifying Risk
- University of Alberta Ethical Conduct
- Time Management: Planning and Prioritizing Your Time

**Additional courses provided on campus related to this path:**
- Governance 101
- FOIPP I & II
- Budget Planning
- Business Process Mapping

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<th><strong>A2. Apply knowledge of the University culture to complete tasks:</strong></th>
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<td>i) Participate in University orientation processes</td>
<td>d) Use formal and informal work structures to complete required tasks</td>
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<td>c) Investigate and access resources</td>
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<td>ii) Establish working relationships</td>
<td>e) Familiarize yourself with unwritten rules</td>
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<td>f) Integrate into the University culture</td>
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<td>g) Demonstrate Self-Management</td>
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<td>h) Exercise judgment</td>
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<tr>
<td>i) Demonstrate sensitivity to diversity</td>
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**A3. Connect your work with the University’s vision**
- i) Follow work unit guidelines and standards
- ii) Use the University’s business plan to align work
- iii) Develop plans and organize resources
  - a) Pursue professional development

**A4. Support our respectful workplace**
- a) Demonstrate Self-Management
- b) Pursue professional development
- c) Demonstrate accountability
- d) Pursue personal development
- e) Develop plans and organize resources
- f) Demonstrate integrity
- g) Demonstrate dependability
- h) Exercise judgment
- i) Use diplomacy and tact when interacting with others
- j) Identify and solve problems
- k) Protect the reputation of the department and University
- l) Demonstrate a sensitivity to diversity
- m) Maintain confidentiality