2018 – 2019 Program

August 9, 2018 – Program Overview/Kickoff
9:00 – 11:00 am
Notre Dame of Maryland University
Fourier Hall

September 20, 2018 – Managing Your Strengths (Kirsten Brinlee)
8:30 am – 1:00 pm
Notre Dame of Maryland University
Meletia Hall, Room 003
Take an in-depth look at your personal strengths, interests, and skills. Identifying and using your strengths is the key to improving individual effectiveness and team performance. You may even identify future career possibilities or ways to mentor less experienced colleagues.

October 25, 2018 – Career Development Essentials (Ken Baron and Jill Wardell)
8:30 am – 1:00 pm
UMBC, Engineering, Room 023
Thinking about where you’re going with your career? Curious about ways to enhance your marketability as a professional? This interactive workshop will help you learn keys for developing a growth mindset, identify and flesh out existing transferable skills, and implement strategies for enhancing your resume and cover letter. Time will also be devoted to exploring professional development opportunities to help you move horizontally in addition to vertically in your organization. You’ll walk away from this session thinking about your job in creative and new ways, taking stock of the gems in the career you currently have, becoming more of an active driver in your career and finding ways to add value in your department and organization.
November 15, 2018 – Staying Organized While Balancing Multiple Priorities (Shannon Raum)
8:30 am – 1:00 pm
McDaniel College
Hoover Library: Wahrhaftig Room & Conference Room 1B
While juggling multiple priorities and trying to do more with less, we must also meet deadlines, gain control over paperwork, and get more done in less time every day. Participants will develop an action plan to get and stay organized, and learn techniques to set goals, manage your time, handle interruptions, delegate tasks, avoid procrastination, identify and focus on priorities, and organize your desk and yourself.

December 13, 2018 – Working with Difficult People (Michele Hunt)
8:30 am – 1:00 pm
Towson University
Administration Building, Room 120
This session will aid your ability to recognize not only the symptoms of a negative workplace relationship, but also the role each of us plays in these situations. Learn how to set boundaries and control your reactions to co-workers who cross those boundaries. You will also practice “unhooking” yourself from difficult personal interactions at work.

January 17, 2019 – Customer Service is No Different in Higher Education than Anywhere Else (Mike Noll)
8:30 am – 1:00 pm
University of Maryland - Baltimore, SMC Campus Center, Elm Room 210B
Learn how to identify your customers and their expectations. Identify behaviors that constitute excellent service, recognize various modes of communication and when to use each, practice good customer service techniques, and develop a personal action plan to improve customer service back on the job.

February 21, 2019 – Alternate Session Date (in case of inclement weather)
8:30 am – 1:00 pm
Location TBD if needed

March 7, 2019 – Graduation
11:00 am – 1:00 pm
McDaniel College
The Forum