

# Professional Development Conference Agenda

Division of Student Affairs  
January 13, 2010

8:15 – 8:45	Registration & Continental Breakfast	University Dining Hall
8:45 – 9:00	Welcome & Introductions	University Dining Hall
9:00 – 10:00	Keynote Speaker Dr. L J Fine, Collaborative Leadership	University Dining Hall
10:10 – 11:00	Session One*	TBA
11:10 – 12:00	Session Two*	TBA
12:10 – 1:30	Lunch Discussion Groups** Campus Senior Leadership	University Dining Hall
1:45 – 2:35	Session Three*	TBA
2:45 – 3:35	Session Four*	TBA
3:45 – 5:00	Closing Reception	University Dining Hall

\* Five workshops available to choose from per session

\*\* Roundtable discussion with various campus senior leaders. Discussions will focus on their personal and professional pathways to leadership.

## Session One

### **"Do you see what I see?: Understanding Generational Differences**

Dr. Joyce Ester, Student Affairs

This program will explore generational differences and how we can work through them.

### **Financial Fitness**

Dr. Nancy Petenbrink, Employee Assistance & Wellness

Employee Assistance & Wellness (EA&W) sponsored a "Financial Fitness Series" with over twenty-five topics ranging from planting a garden to formulating a budget. In this session, Dr. Petenbrink will present highlights from several presentations that garnered the most interest and best evaluations. She will include parts of the sessions; "Surviving Challenging Financial Times", "Eating Right on a Budget" and the "Family Love Letter".

### **FISH! Philosophy**

Jessica Medina, Advising Services

Dr. Paul Oliaro, Student Affairs

The FISH! Philosophy is a simple concept of "play, make their day, be there, and choose your attitude." It teaches you how to incorporate fun, simple tools in your work place or organization that will help to create a work environment that is fun and successful! Learn how to build stronger relationships with co-workers, better communication, and excellent service. Share ideas with other colleagues of how you can use FISH in your office and take a few moments out of your day to "play!"

### **Welcoming Diversity!**

Francine Oputa, Central Valley Cultural Heritage Institute

An upbeat interactive "mini" workshop where participants celebrate similarities and differences and begin to recognize misinformation they have learned about other groups. If you have ever wondered about the NCBI diversity workshops on campus, this is a wonderful opportunity to get a little taste of it.

### **WORD! Put pizzazz in your documents with simple Word 2007 basics.**

Tosha Giuffrida, SupportNet

Ashley Hedemann, Learning Center

Wanting to transform your boring documents, reports, and proposals into an eye-catching presentation that people will actually want to read? This workshop will demonstrate simple ways to make Microsoft Word 2007 work for you as a professional. Learn about the Office 2007 basics (the ribbon, tabs and the office button) as well as the simple, easy-to-use Styles, SmartArt, and formatting that will take your documents to the next level. All user-levels of Microsoft Word welcome!

## Session Two

### **2010 Employment Outlook: Advice for Job Searching in a Down Economy**

Rita Bocchinfuso-Cohen, Career Services

Struggling to locate gainful employment? Want to make a career shift? Career Services staff will provide an overview of employment trends and industry forecasts for 2010. Staff will also share with you best practices for career planning as well as offer helpful tools and resources for locating career positions in today's workforce environment.

### **Introduction to Grant Writing Techniques**

Dr. Dan Griffin, Research & Sponsored Programs

Abstract: This short grant writing workshop will present a very short overview of governmental funding sources. It will then focus on strategies of presenting funding requests utilizing currently funded grants within the Student Affairs as examples.

### **A Little Stress Is A Good Thing**

Dr. Linda Gannaway, Learning Center

Stress is inevitable. But there is good stress and bad stress and by balancing the two, you can find your optimal stress level -- where you are most productive and perform at your best. In this workshop you will learn the difference between positive and negative stress, identify your sources and symptoms of stress, determine your optimal stress level, and find healthy, effective ways to manage the stress in your life.

### **What's your style?**

Erin Boele, University Courtyard

Have you ever wondered why.....some groups work well together and others don't? Some groups are productive and fun to work with and others are unproductive and boring? The same person can do extremely well in one job and poorly in another? Then come and play in this energizing game to learn not only about yourself but those around you.

### **While in Rome Do as the Romans Do, and How Farmer Bill Brought a Buddhist Bull Home to Hanford**

Dr. Lucia Hammer, International Student Services & Programs

How do we have fun with our international students? What can we share in those quick administrative exchanges that are typical of our usual student/administrator conversations? Are international students really that different from our local students, or from us? What are our international students learning from their time with us? Do they enrich us or annoy us?

Through anecdotes, questions, and shared experiences, we'll identify some ways to make communication fun and successful with folks from very different backgrounds.

## Session Three

### **Dealing With Difficult People**

Tyler Miller, University Courtyard

Frustrated with the people you work with? Are there certain people who make you want to scream? We'll look at key behaviors and provide strategies to deal with the difficult people in your workplace.

### **Exploring Leadership**

Dr. John Welty, President

This session will review change theory and prepare the participant to utilize a model to implement change. Emphasis will be placed upon the participants application of the theory in their workplace.

### **Hurdles in Delivering Financial Aid**

Charah Coleman, Financial Aid

Jerry Loheide, Financial Aid

Christy Mata, Financial Aid

An overview of various hurdles in the delivery of financial aid starting with the application process through the disbursement of funds. Topics discussed will be the verification process, awarding, disbursement of funds and census.

### **Permission to Play!**

Michele Davis, University Courtyard

Come and be a kid again! This program will offer a variety of crafts and other de-stressors.

### **Pivot Tables in Microsoft Excel 2007**

Dirk Ruthrauff, Health & Psychological Services

This presentation will demonstrate how pivot tables can be used to quickly help you analyze and report on huge amounts of data entered or exported into Microsoft Excel. Pivot tables are a valuable tool for budget analysts, or staff who work with large amounts of data. Pivot tables allow for rapid and flexible analysis of data, to include presentation of data summaries in graph form. Pivot tables are excellent for producing data summaries, as well as for drilling down into the details of your data.

## Session Four

### **Design on a Dime. Resources and Simple techniques to design your own materials.**

Ken Ternate, DOG DAYS: New Student Orientation

Come learn the secrets of graphic design. A quality publication or marketing piece can be the difference between a successful program and a going back to the drawing board. Learn about techniques, websites and free resources to help you design your own materials and separate your office from the crowd.

### **Eating Right on a Budget**

Dr. Lisa Herzig, Food Science & Nutrition

Tracy Newel, Craig School of Business, Office of Advancement

Get ideas about what to eat and how to work it into a tight budget! Learn about shopping skills, meal planning, and local farmer's markets.

### **Event Planning: Tips, Tricks & Techniques**

Jessica Medina, Advising Services

This program offers new event planners a place to begin, and experienced event planners a place to share their own tips and tricks. Whether planning an office meeting, conference, party or fundraising event, this workshop will help you understand the tips, tricks and techniques necessary to plan your own special event. The program will take you through the initial thoughts of planning an event, budget help, function sheets, the day of the event, and evaluation.

### **Stress Management: The Great Balancing Act**

Don Romsa

We will explore the meaning of stress, major symptoms of stress overload, and common stressors in every day life. Most important, we will consider ways to develop a balanced lifestyle as a key to effective stress management.

### **"Talk to the Hand"**

Dr. Joyce Ester, Student Affairs

Have you ever wanted to communicate with someone who is Deaf or Hard of Hearing? Have you ever wanted to express yourself with your hands? This workshop is designed to teach you basic greetings and responses in American Sign Language.