

## Mid-Level Workshop 2019

### AGENDA

#### **Tuesday**

**1:00 - 1:30** Introductions

*Let's get to know each other!*

**1:30 - 2:30** How to Advocate For Our Programs

*Does the idea of advocacy efforts intimidate you? Hear practical advice from 4 colleagues who have performed advocacy work for our students and programs.*

**2:30 - 3:00** Break

**3:00 - 4:00** Conflict Management

*Dealing with difficult situations (and sometimes difficult people!) can be tricky to negotiate. We'll walk through best practices and examples you can take back to your office.*

**4:00 - 5:00** Positioning Yourself and Your Office

*As a leader, you are the face of the office. We will discuss personal vision and leadership style as well as best practices to position your office within your campus and to external stakeholders.*

Dinner on your own

#### **Wednesday**

7:30 - 8:30 Breakfast

8:30 - 9:30 Transition Management

*Are you prepared for change? We are rarely prepared; however, change is constant. Discussions and activities will enhance leading teams through change as well as focusing on individual components and responses. Best practices will be discussed to anticipate the change.*

9:30 - 10:00 Break

10:00 - 11:00 Time Management and Organization Management

*Do you feel overwhelmed? Do you leave at the end of the day and wonder what you did and where your time went? It's a common problem and we'll tackle it together with real life suggestions, tips and tricks, and examples that will help you.*

#### **Presenters include:**

Andrew Hammontree, Francis Tuttle Technology Center, SWASFAA Past-President

Denise Welch, Panola College, SWASFAA Past-President

Mendy Schmerer, University of Oklahoma Health Sciences Center, SWASFAA President-Elect

Shannon Crossland, Texas Tech University, SWASFAA Past-President