The Power of Honest Conversations

Tuesday, August 8   8:30 AM-10:00 AM Track 1-2 Combined

Allison Vaillancourt

Program Knowledge Level: Overview

Field of Study: Personnel & Human Resources | Eligible for 1.5 CPE

Course Description: The most successful managers create a culture of openness and accountability, set clear expectations, and have the courage to have hard conversations. During this session, we will work through the performance issues that challenge managers most and discuss the power of candor to create high-performance work groups.

Learning Objectives:

- Establish professional expectations for your work team
- Understand the performance issues that challenge managers most
- Apply a 4-step process for delivering difficult feedback
- Differentiate between appreciation, coaching, and evaluation
- Conduct meaningful performance conversations

Elements of Engagement:

- Polling to assess what makes honest feedback challenging
- Practice delivering messages with candor and impact
- Dyad exchange on elements of struggle in delivering messages to staff/team members
- Open Q&A

Discover Your Strengths

Tuesday, August 8 10:15 AM-11:45 AM Track 1 Split

Katy Rees & Jennifer Williams

Program Knowledge Level: Overview

Field of Study: Personal Development | Eligible for 1.5 CPE

Course Description: Strengths hold the power to unlock potential and facilitate personal and professional growth. Through recognizing and understanding how unique talents are power and edge, individuals can leverage these talents as strengths to consistently and productively build strength in themselves and others. By discovering individual strengths, individuals and teams discover productive ways to recognize and celebrate their talents and the talents of others, which in turn strengthens individual and team performance, as well as ultimately promotes organizational success. Join us to discover your strengths.

Learning Objectives:

- Define talents versus strengths.
- Understand themes are neutral and not labels.
- Recognize that all strengths have power and opportunity.
- Recognize individual talents and productively apply them to build strengths in ourselves and others.
- Utilize the concept of "Name It, Claim It, Aim It".
- Uncover unique ways to recognize and celebrate strengths.

Elements of Engagement:

- Complete and discuss assessment tool in small groups

- Meet others to explore themes and discover strengths
- Connect with individuals to discuss and explore complementary and contrasting themes
- Open Q&A

The Challenge of Leadership-Using a Situational Approach

Tuesday, August 8 10:15 AM-11:45 AM Track 2 Split

Debra Hammond

Program Knowledge Level: Overview

Field of Study: Personnel & Human Resources | Eligible for 1.5 CPE

Course Description: Becoming an effective leader is a challenging proposition for many of us as we seek to enhance our own skill sets while motivating our employees to perform at high levels. Using principles derived from Situational Leadership (directing, selling, coaching, and delegating) as well as the Leadership Challenge (modeling, inspiring, challenging, enabling, and encouraging), leaders and potential leaders will gain an understanding on how to identify and evaluate their employees' abilities and willingness to perform the task at hand. This knowledge will provide the foundation for adjusting your leadership style – situationally – to increase employee productivity. These principles also will provide a framework for developing an overall work environment that combines the art and science of leadership that encourages engagement, accountability, and high performance for all team members.

Learning Objectives:

- Identify the 4 quadrants of situational leadership.
- Evaluate the development level (competence and commitment) of employees in order to determine an appropriate supervisory style.

- Understand factors that are important in effective decision-making and how they can be applied situationally.
- Apply the 5 leadership practices (modeling, inspiring, challenging, enabling, and encouraging) that can positively impact the performance of employees.

Elements of Engagement:

- Lecturette Discussion Group
- Case Study Analysis
- Discussion Groups Processing & DeBriefing
- Open Q & A

Question Behind the Question: Accountability for Success

Tuesday, August 8   1:15 PM-2:45 PM   Track 1 Split

Debra Hammond

Program Knowledge Level: Overview

Field of Study: Personal Development | Eligible for 1.5 CPE

Course Description: Enhancing your own level of accountability will assist leaders at all levels to resolve problems and increase overall personal and organizational effectiveness. This session will help participants explore various levels of accountability using the components of the QBQ – The Question Behind the Question based on the work of John G. Miller. Participants will use a case study methodology to recognize when they could be operating in a "victim loop" in order to move towards greater levels of personal accountability. Finally, participants will learn how to formulate questions that will assist in developing appropriate solutions to organizational problems.

Learning Objectives:

- Define various levels of accountability (personal, shared and organizational).
- Understand the components of the QBQ – Question Behind the Question.
- Recognize components of the "victim loop" and operate in the "accountability loop."

- Formulate questions to ask in order to resolve problems, increase accountability and enhance effectiveness.

Elements of Engagement:

- Lecturette
- Case Study Analysis in Groups
- Discussion Groups/Processing & DeBriefing
- Question and Answer
- Reflection and Commitment

Leverage Your Strengths

Tuesday, August 8   1:15 PM-2:45 PM   Track 2 Split

Katy Rees & Jennifer Williams

Program Knowledge Level: Overview

Field of Study: Personal Development | Eligible for 1.5 CPE

Course Description: Strengths hold the power to unlock potential and facilitate personal and professional growth. Through recognizing and understanding how unique talents are power and edge, individuals can leverage these talents as strengths to consistently and productively build strength in themselves and others. By building upon the first-year curriculum of discovering individual strengths, individuals will further enhance their understanding of productive ways to recognize, leverage, and celebrate their talents and the talents of others. Join us to learn how to leverage your talents as strengths.

Learning Objectives:

- Review of terminology and concepts from Year One.
- Leverage individual talents and productively apply them to build strengths in ourselves and others.
- Learn how to further leverage themes to showcase your best self.
- Apply the domains of strengths and how to leverage those domains.
- Uncover unique ways to utilize and leverage strengths to positively contribute to your team(s).

Elements of Engagement:

- Discuss assessment tool and themes in small groups

- Meet others to explore themes and how to best leverage themes as strengths
- Connect with individuals to discuss leveraging complementary and contrasting themes
- Open Q&A

Operating Budgets & Evaluating Progress

Tuesday, August 8   3:00 PM-4:30PM   Track 1-2 Combined

Mela Fezzey

Program Knowledge Level: Overview

Field of Study: Finance | Eligible for 1.5 CPE

Course Description: Understanding operating budgets is essential for developing a strategic plan that is financially sound, achievable, and adaptable. Operating budgets provide a comprehensive overview of an organization's resources and constraints. By examining a variety of data elements, decision-makers can assess the viability of their strategic goals and make informed decisions about resource allocation. Regularly comparing actual financial performance against targets enables organizations to make timely adjustments, identify deviations, and take corrective actions to stay on track with their strategic plan.

Budgets help identify areas of inefficiency by analyzing budgetary data, managers can pinpoint cost-saving opportunities, reallocate funds, and streamline operations. This knowledge allows strategic planning to be grounded in realistic financial considerations. Operating budgets enable organizations to set measurable and attainable objectives. By aligning strategic initiatives and scenarios with budgetary allocations, organizations can ensure plans are financially feasible and contribute to overall program success.

Learning Objectives:

- Connect your budget to your strategic plan.
- Identify what assumptions, inputs, expenses, and requirements make up a budget
- Utilize data and trends to forecast and inform your strategic plan
- Scenario plan before your final budget submissions
- Understand what reports or outputs are important to support strategic decision making

Elements of Engagement:

- Interactive survey
- Group discussions
- Develop samples and share
- Open Q & A

What Will Be Your Career Story? & Designing Your Next

Wednesday, August 9 9:45 AM-11:15 AM   Track 1 Split

Diane Fennig

Program Knowledge Level: Overview

Field of Study: Personal Development | Eligible for 1.5 CPE

Course Description: Your campus has invested in you and BMI as your professional development. In light of our new day, post COVID 19, how will you cultivate your next steps? This interactive course will give you some strategies and tactics of how to get your career on track or how to re-invent yourself for your next career appointment. This course will provide a deeper dive into to the Top Strategies for Managing your Career. Participants would leave this continued interactive session with accountability partners and a personalized plan for success drilling into the initial strategies that will work best given their personal situation and their work styles.

Learning Objectives:

- Review and reflection on personal career paths
- Set important personal mile markers for success.
- Define and select Accountability Partners/Mentors.
- Create a time-frame for action items related to career development.

Elements of Engagement:

- Poll at the start of the session

- Time for Q & A and creation of Accountability Partners
- Write a letter to self as a reminder of the BMI Lessons.

Project Management in Higher Education

Wednesday, August 9 9:45 AM-11:15 AM   Track 2 Split

Jeffrey West

Program Knowledge Level: Overview

Field of Study: Business Management & Organization | Eligible for 1.5 CPE

Course Description: During your career, whether in higher education or not, you likely will have an opportunity to work on a project. Working on a project is different than working solely in a functional area, such as Human Resources, Finance, Budgeting, Research Administration or Procurement. By their nature, some jobs are somewhat project-oriented already, such as Facilities Management or Information Technology. But normally our work assignments are not typically project focused. Occasionally you will be recruited (or volunteer) to do something that is a special or one-time initiative. This opportunity comes with different expectations and work styles. Project participation can be a real growth experience, making you more valuable in your present job and beyond. If being on a project team is something that resonates with you, becoming a project manager may be in your future! This course will provide a window into project management – its various facets, challenges, and rewards. It will prepare you well to participate in and even lead a project – should the opportunity arise.

Learning Objectives:

- Understand the origins and development of project management

- Apply the competencies necessary for good project management
- Identify why some projects are successful and why some projects fail
- Understand the various project tools and techniques available
- Identify the interdependency of project constraints

Elements of Engagement:

- Review of lecture materials
- Case study discussion
- Personal experience w/ projects
- Open Q&A

Your Executive Presence in a Hybrid World

Wednesday, August 9 2:00 PM-3:30 PM   Track 1 Split

Teri Bump

Program Knowledge Level: Overview

Field of Study: Personal Development | Eligible for 1.5 CPE

Course Description: Do you have the communication skills to be heard, the gravitas to gain respect and an appearance that garners positive professional interest? What does that look like, sound like and feel like on screen? Let's talk about how you can maximize your on-screen meetings and build relationships in a virtual world. You know that executive presence will get you noticed and sponsored. This fast-paced session will share information on the how, what, and why of being visible, sponsored, and promoted in person and on screen. Both being a leader and being perceived by others as a leader will be critical to your success. Virtual meetings have their advantages. Let's break them down and improve our impact. We will take a look at our communication, gravitas, and appearance so we can identify and embody the executive presence (in person & on screen) required to make our own choices and control our destiny.

Learning Objectives:

- Understand what makes up executive presence, how to develop it and project it
- Apply how to actively listen and connect with others

- Recognize the impact of non-verbal behavior
- Understand how to project professional presence and confidence

Elements of Engagement:

- Active listening exercises
- Create a personal presence plan at table groups
- Open Q & A

FRISK Advanced

Wednesday, August 9 2:00 PM-3:30 PM   Track 2 Split

DeAnna L. Solina, Atkinson, Andelson, Loya, Ruud & Roma

Program Knowledge Level: Overview

Field of Study: Personnel & Human Resources | Eligible for 1.5 CPE

Course Description: Skilled evaluators should know WHAT to say and HOW to convey the feedback message to employees who are experiencing performance problems. This session will focus on the five communication elements of FRISK® and the importance of each feedback element in addressing below-standard employee performance.

Learning Objectives:

- Improve communication to effect positive change in employee performance
- Identify the common elements necessary for legally sufficient documentation
- Implement ways to simplify the drafting of documentation by establishing a common framework

Elements of Engagement:

- Practice constructive communication toward job performance goals
- Exchange of ideas on internal systems for meeting legal documentation requirements
- Question and Answer

Current Hot Topics in Risk Management

Wednesday, August 9 3:30 PM-5:00 PM   Track 1-2 Combined

Miguel Delgado

Program Knowledge Level: Overview

Field of Study: Management Services | Eligible for 1.5 CPE

Course Description: Risk Management in higher education is always evolving as new risks come on to the horizon and begin to impact our organizations. As new risks arise, and known risks are better understood, best practices for managing those risks are continuously fine-tuned by experience. This session will dive into detail regarding some of the more challenging risk issues impacting colleges and universities today. Current hot topic risks include ransomware and cyber security, international travel, challenging insurance markets, protecting minors, and post-Pandemic conundrums (supply chain, recruitment, remote work, etc.). Attendees will be encouraged to bring forward risk topics from their own experiences at their institution through an open forum for discussion.

Learning Objectives:

- Develop an understanding of complex risk issues in higher education, and strategies for managing those risks.
- Identify unique risk factors raised by the COVID-19 pandemic, and understand how institutions are responding.
- Understand risk exposures posed by ransomware and lapses in cyber security.
- Implement best practices for risk mitigation and youth protection

Elements of Engagement:

- Risk scenarios quiz
- Case study discussion
- Open Q&A