

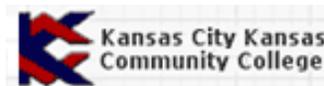
# Professional Development Conference

*Presented by:*

*Kansas City Professional Development Council*



**Wednesday, May 23, 2012**



## **Location:**

**Johnson County Community College  
(Regnier Center)  
12345 College Boulevard  
Overland Park, Kansas 66210-1299**

## SCHEDULE AT A GLANCE

8:00 am..... **Registration RC 101**

Continental Breakfast

8:30 am — 8:45 am..... **Conference Welcome in RC 101 C & D**

9:00 am — 10:15 am..... **Concurrent Sessions I**

RC 181: The Essentials of Teamwork—What makes a Team a ‘Team’

RC 101B: Must-Have Self Care Strategies for Busy Professionals

RC 183: Developing a Cultural Paradigm Shift: Inclusive Like Thinking in the

Workplace

RC 101A: Goal Setting for Success

10:30 am — 11:45 am..... **Concurrent Sessions 2**

RC 181: Every Day is an Interview

RC 101B: Beyond Bullets: Engaging Audiences with PowerPoint

RC 183: Communicating with IT 101

RC 101A: Retaining Talent: How to retain talent in our workplace

11:50 am — 1:00 pm..... **Lunch and Learning Café**

RC 101 C&D

1:15 pm — 2:30 pm..... **Concurrent Sessions 3**

RC 181: Are you managing your time or is your time managing YOU?

RC 101B: Navigating the Seas of Change

RC 183: WordPress: A Better Way to Blog

RC 101A: What does that have to do with this?

2:45 pm — 4:00 pm..... **Concurrent Sessions 4**

RC 181: Employee Engagement: Keeping Your Head in the Game!!!

RC 101B: They Said I Get to Fire You: Unloading the Perception of Power in Supervision

RC 183: Are You REALLY Ready? (emergency-wise, that is)

RC 101A: Balance: The Forgotten Element of Exercise

4:10 pm — 4:30 pm..... **Closing Session and Prizes in RC 101 C&D**

**YOU MUST BE PRESENT TO WIN!**

**Session 1****9:00 – 10:15 a.m.**

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**The Essentials of Teamwork – What Makes a Team a “Team”****RC 181***Roger Dusing – Park University*

Everybody wants to be on a winning team but we have such different definitions of both “team” and “winning.” For example, a golf team has a very different dynamic and mode of operation than does a basketball team. When you say “team” what model do you have in mind and how does that model affect the way you think that team should work? We’ll examine different models of teams and when each model might be the most effective. We’ll also identify some specific traits that will improve the effectiveness of all teams – and of all team members – regardless of the type of team or their goal.

**Must-Have Self Care Strategies for Busy Professionals****RC 101B***Kay Kotan – Johnson County Community College*

This session is intended for those professionals who find themselves leaving their self care needs at the bottom of the “to do list.” During this session, we will first uncover the reasons why it is important to exercise extreme self care. Next, we will discover how tolerations eat up our energy and how to eliminate tolerations from our lives. We will then explore the ten areas of Extreme Self Care. Each participant will complete a self-evaluation of their current personal care and discover their areas of growth for improved self care. Participants will walk away with a strategy to create a lifestyle that includes extreme self care.

**Developing a Cultural Paradigm Shift; Inclusive Like Thinking in the Workplace****RC 183***Robert N. Page, Jr. – Metropolitan Community College*

This workshop is designed to explore how understanding micro-inequities and inclusive like thinking can create a more productive and welcoming workplace. This engaging and interactive workshop will provide participants tools to foster a more inclusive work environment and what diversity means for us as faculty and staff within Higher Education. The core question will be asked, what obligation we have towards diverse like thinking.

**Goal Setting for Success****RC 101A***Adrienne Ford – Colorado Technical University*

Corporations aren’t the only entities that establish mission statements and short and long term goals! Successful people do too! This workshop will help you live your best life ever by providing guidance in forming and establishing personal mission statements, and long and short term goals! If you have big dreams and a big vision, but feel like time is short and you aren’t sure where to start and how to stay on track, then this workshop is for you! We will link short and long term goals together under the umbrella of the personal mission statement that you will develop in the workshop and walk away focused and fully prepared to achieve your goals! Think big and come establish a game plan to achieve everything your heart desires.

**Every Day is an Interview****RC 181***Judy Korb – Johnson County Community College*

Did you know there could be a direct link between that boring, pointless meeting you were just in...and your future career opportunities? In this session we will explore how your current performance is linked to promotions or new career possibilities, particularly if you have your sights set on moving up within your organization. We will discuss some specific steps you can take to increase your chances for enhancing your own career path.

**Beyond Bullets: Engaging Audiences with PowerPoint****RC 101B***Keith Krieger – Johnson County Community College*

PowerPoint's strength lies in the use of visual content, but everyone has seen their share of bullet points. Your strength as an educator and communicator lies in story-telling. Using 4 simple techniques, you'll move away from bullet points and enliven your presentation for your audience. This presentation is conducted in two parts. The first part demonstrates the techniques, and the second part demonstrates the methods used in PowerPoint to build effective and engaging presentations.

**Communicating with IT 101****RC 183***Simon Maxwell – Baker University*

Sometimes end users and IT folks appear to be talking past each other. An outside observer could rightly conclude end users and IT folks are using different languages and occupying completely alien cultures. The technologically based professional environments that are so increasingly common in higher education are getting more and more complex. The tools and troubleshooting strategies that IT must routinely use in resolving even the most mundane functions are, deceptively, based on more and more complex layers of tools and applications. In this basic presentation, I will provide a few tools and tips for increasing the precision with which you work and communicate with your IT departments and hopefully reduce the downtime that is so problematic today. I will focus on some basic tips that are easy things you can do that will give you a head start on communicating more efficiently and productively with your IT folks.

**Retaining Talent: How to retain talent in our workplace****RC101A***Kathi Blosser – Johnson County Community College*

With over ten years' experience in leadership and supervision developing talent is a passion of mine! I have experience in supervising self-directed teams, groups up to 65 associates, and have had a little as one direct report.

The objectives are as follows:

- \*Discovering talent
- \*Once it's discovered, where do you go from here
- \*How to develop talent
- \*Tips for development
- \*Nothing happens overnight & without some work
- \*Creative ways to help someone shine
- \*Share your tips and experiences
- \*Tools you can use
- \*The ongoing journey



*You asked; we listened! Previous conference feedback has indicated that in addition to the breakout sessions, attendees wished for more time to network and learn from other attendees. The Learning Café has been designed to do just that! Enjoy your lunch and join a discussion table. Tables have been arranged based on common job functions or interests. Find a table sign with an area of interest to you and use the questions and topic ideas provided as a guide to help jump start your dialogue.*

**Session 3****1:15 – 2:30 p.m.****Are you managing your time or is time managing YOU?****RC 181***Jane Zaccardi – Johnson County Community College*

This presentation will explore some of the common myths about time; pros and cons of multitasking; the use of “To Do Lists” and other strategies to “manage” time. Participants will examine how they usually spend their time and will develop an approach to restore balance to their lives through organization, prioritization, stress reduction, relaxation and effective scheduling.

**Navigating the Seas of Change****RC 101B***Valerie Jones – Park University*

Change is not always welcome. Often the benefits of change may not readily be apparent. Change happens all around us, every day, in every way. In this day and time that we live in, it is important to know how to manage those changes. The information presented in this session will give staff of all levels some practical tools to effectively navigate the onslaught of both personal and professional change.

The objectives are as follows:

- \*Describe five major ages of change in the history of mankind
- \*Analyze how change affects us both personally and professionally
- \*List ways to achieve balance in times of change
- \*Develop an action plan to successfully live with nonstop change

**WordPress: A Better Way to Blog****RC 183***Vince Miller – Johnson County Community College*

Be one of the people from all around the world who have set up and manage a successful blog. "Blog" is an abbreviated version of "weblog," which is a term used to describe web sites that maintain an ongoing chronicle of information. It's easy to create and it's free. You pick the topics of interest. You pick the design and layout. Learn how to get started in one short session. Or bring questions about blogs that you've already started at WordPress.com.

**What does that have to do with this?****RC 101A***Sandy Hon – Johnson County Community College*

Though very similar in appearance, not all coffees taste the same. Professionals in the coffee industry search the world over for great coffee. As trained professionals, these people can recognize and immediately identify quality attributes in any given species of coffee. Shouldn't we be able to do the same with our staff? Are we able to recognize the unique qualities in our own people and train them up to do the same? Come to this session to explore what coffee and people have in common.

**Session 4****2:45 – 4:00 p.m.****Employee Engagement: Keeping Your Head in the Game!!!****RC 181***Tom Grady – Johnson County Community College*

The world's top-performing organizations understand that employee engagement is a force that drives business outcomes. Research shows that engaged employees are more productive employees. They are more profitable, more customer-focused, safer, and more likely to withstand temptations to leave the organization. (Gallup Consulting, 2008). This session will explore the characteristics of engaged and disengaged employees as well as the results of an employee's level of engagement. In addition, we will discuss and share strategies focusing on how to create a work environment that promotes and maintains an actively engaged working environment in order to "keep our heads in the game!"

**“They Said I Get to Fire You: Unloading the Perception of Power in Supervision”****RC 101B***Temeca M. White – Metropolitan Community College*

Partnering with your boss can either be the most exciting or most exhausting experience in your professional life. Supervision is one of the most understudied fields in Higher Education. However, the small amount of research to be found on this subject concludes that being a supervisor in an *academic setting* should be centered around teaching, learning, and professional development. Understanding a few basic principles can significantly impact your job satisfaction and perception of the institution you work for.

**Are You REALLY Ready? (emergency-wise, that is)****RC 183***Kathy Wing – Johnson County Community College*

Warning: This presentation will be a disaster! Group participation and teamwork will be required for survival. The exercises may reveal some seemingly small gaps in your current level of readiness that could trip you up big time when it really counts. Learn how to fill those gaps and get links to other valuable resources to prepare for emergencies at home/work/school. Planning and preparation make all the difference--come find out if you are REALLY ready!

**Balance: The Forgotten Element of Exercise****RC 101A***Patty Triplett – Johnson County Community College*

This session will explore the importance of physical balance in our daily lives. Through interactive exercises you will be able to understand the factors that are involved in one's physical balance and how important simple balance exercises can be to enhance our balance and help improve our daily activities no matter our age. We'll delve into the importance of posture and how it relates to our balance. As we work to keep our balance at its highest level we will help to decrease the possibility of falls during our aging years.







# Professional Development Conference Committee

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**Kansas City Professional Development Council**

*Mission: To plan and implement professional development programs for the faculty and staff of its member institutions.*

# Regnier Center (RC) 1st Floor



# Special Thanks

## Conference Host

### **Johnson County Community College**

12345 College Boulevard  
Overland Park, Kansas 66210-1299

**[www.jccc.edu](http://www.jccc.edu)**



Also KCPDC extends a special thanks to Johnson County Community College for printing the conference programs.

