

Managing Your Career—2010 UALC Professional Development Retreat  
August 13, 2010

8:00-8:30

- Registration and Breakfast

8:30-8:45

- Introduction

8:45-9:15

- Keynote Address

9:15-10:45

- Breakout Session 1 (choose one)
  - Proposal Writing (writing for success track)
    - Understand what your audience is looking for in a proposal
    - Identify the basic sections of a proposal and the type of content that goes into each
    - Use persuasive writing techniques to deliver your proposal's content effectively
  - Climbing the Ladder or Preparing for a Bigger Role (starting out and moving up track)
    - Decide which responsibilities and roles you would like to tackle
    - Determine what skills you need to develop in order to advance.
    - Create a career plan/path to accomplish your goals.
  - Managing Up: How to Lead Without Being a Leader (succeeding on the job track)
    - Understand the power (and limitations) of informal leadership
    - Assess and enhance your credibility as an informal leader
    - Develop messages to help you express your ideas convincingly to others

10:45-11:00

- Break

11:00-12:30

- Breakout Session 2 (choose one)
  - Professional File (writing for success track)
    - Gain writing skills for one of the following letter types:
      - Request for promotion and tenure review
      - Support for a colleague who is up for promotion and tenure review
      - Response to a recommendation for employment
      - Support for an employee's application to graduate school
    - Identify the essential elements that should be included in the letter
    - Outline the letter content
    - Write the introductory paragraph and more
    - Critique the letter structure, content and presentation
  - Interviewing from Both Sides of the Table (starting out and moving up track)

- For hiring institutions, participants will learn how to conduct a successful candidate search, including:
  - Planning the interview process
  - Writing the job add, and
  - Conducting the interviews.
- For prospective candidates, participants will learn how to present themselves in the best possible light, including:
  - Controlling impressions
  - Preparing for the interviews
  - Handling both telephone and in-person interviews.
- Making the Most of Your Current Position (succeeding on the job track)
  - Discover how to become a more valuable asset to your organization.
  - Set goals and learn how to exceed the requirements of succeeding on the job track.

12:30-1:30

- Lunch (discussion with others in area of interest-cataloging, reference, instruction)

1:30-3:00

- Breakout Session 3 (choose one)
  - How to Get Published (writing for success track)
    - Decide the type of article you are interested in publishing (peer-review vs. non peer review, etc.).
    - Determine your audience and appropriate publishing outlets.
    - Learn about the pros and cons of collaborative authoring.
    - List the essential steps of planning and writing a paper.
  - Mentoring 101 (starting out and moving up track)
    - Define mentoring in the workplace.
    - Explore the duties of the mentee and mentor.
    - Describe effective mentoring practices.
    - Discuss and model productive mentoring relationships.
  - How to Be a Good Supervisor (succeeding on the job track)
    - Distinguish between managers and supervisors.
    - Define and discuss core skills in management and supervision, such as:
      - Problem Solving
      - Decision Making
      - Planning
      - Effective Delegation
      - Basic Internal Communication
      - Meeting Management
      - Managing yourself

3:00-3:15

- Wrap-up—Keynote Speaker
- Adjourn