



# Professional Development Day 2009

*A One-day Conference for Personal and Professional Development*

**Tuesday, October 13, 2009**  
**BSU Student Union**

- 8:00 – 8:45** Registration & Continental Breakfast  
 Welcome & Introductions: *Linda Hamson, President, BSUAOP & Kelley Davis, Professional Development Day Chair*
- 9:00 – 10:30** Session 1A: Conflict Management – *Dr. Suzanne McCorkle, Public Policy & Administration*  
 Session 1B: Protecting You And Your Family’s Personal Information – *Bob Henry, OIT*
- 10:45 – 12:00** Session 2A: Changing From Microsoft 2003 To 2007 – *Dr. Susan Fry, College of Business*  
 Session 2B: Nutrition For Busy Lifestyles – *Jennifer Summers, Health Wellness & Counseling Center*
- 12:00 – 1:30** Lunch & Business Meeting  
 Keynote Speaker: Staying Safe On The Job In These Troubled Times – *Doug Schoenborn, Boise City Police*
- 1:45 – 3:15** Session 3A: Using Google Apps At BSU – *Shad Jessen, OIT*  
 Session 3B: Creating Calm With Healthy Humor – *Marty Downey, College of Health Sciences*
- 3:30 – 5:00** General Session  
 Capstone Speaker: Happy For No Reason – *Jerri Mizrahi, BSU Training Director*

## Lunch: South of the Border Buffet

*Seasoned ground beef, pinto beans, Spanish rice, soft tortillas, cheese enchiladas with red chili sauce, condiments (salsa, Pico de Gallo, sour cream, guacamole, shredded cheese, and shredded lettuce), nacho chips with queso cheese dip. Mexican wedding cookies for dessert. Includes coffee, lemonade and iced water.*



### PDD CONFERENCE REGISTRATION FORM

**Credit cards (no p-cards), checks (payable to BSUAOP), and Department ORG ID's accepted.**

PRINT OUT PAGE, fill in and send or fax by Thursday, October 8, 2009 to:

Debbie Porter, 1910 University Drive, Boise, ID 83725 Mail Stop 1412—Fax 334-2166

Name: \_\_\_\_\_ Position: \_\_\_\_\_

BSU Office: \_\_\_\_\_ Office Phone: \_\_\_\_\_ MS \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

I am a member of: BSUAOP  IAEOP  NAEOP

Conference fee: \$65.00 \_\_\_\_\_ (Includes continental breakfast, buffet lunch, all sessions, and annual membership in BSUAOP)

Please check the sessions you plan to attend. Mark one session in each column.

Session 1A <input type="checkbox"/>	Session 2A <input type="checkbox"/>	Session 3A <input type="checkbox"/>	Keynote Session/Lunch <input type="checkbox"/>	General Session <input type="checkbox"/>
Session 1B <input type="checkbox"/>	Session 2B <input type="checkbox"/>	Session 3B <input type="checkbox"/>		

Check # \_\_\_\_\_ or Org ID # to be charged: \_\_\_\_\_ Amount \_\_\_\_\_

Signature to authorize Org ID or Credit Card payment: \_\_\_\_\_

Credit Card Payments: Visa  MC  Card# \_\_\_\_\_

*Release time has been granted by the Provost's Office for all employees to attend with supervisor approval*

2009 Professional  
Development Day  
Tuesday, October 13  
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## SESSIONS AT A GLANCE:

**SESSION 1A: Conflict Management — Dr. Suzanne McCorkle, presenter**

Conflict can be a troublesome visitor to the workplace. This interactive session examines the common causes of workplace conflict and the first steps we can take toward resolution.

**SESSION 1B: Protecting You And Your Family's Personal Information — Bob Henry, presenter**

There is more to protecting your personal information than updating your computer with the latest patches and anti-virus software, though that is a good place to start. This presentation will focus on protecting both your "cyber information" and your "hard copy" information from identify thieves as well as discussing ways to keep you family safe when using the Internet.

**SESSION 2A: Changing From Microsoft Office 2003 To 2007 — Dr. Susan Fry, presenter**

This workshop will focus on the changes from Office 2003 to Office 2007 — what the major differences are and what some of the new features are. If you are transitioning to Office 2007, or wanting a refresher, this session is for you!

**SESSION 2B: Nutrition For Busy Lifestyles — Jennifer Summers, presenter**

Healthy nutrition is important for our busy stressful lives. Your overall nutrition picture depends on the foods, methods of preparation and serving sizes you choose. This session will focus on helping you make healthy decisions.

## LUNCHEON KEYNOTE

Staying Safe On The Job In These Troubled Times — Doug Schoenborn

**SESSION 3A: Using Google Apps At BSU — Shad Jessen, presenter**

This presentation will highlight key aspects of Google Apps for Education, such as using labels, filters and search in Gmail; collaborating with Google Docs; and creating Google Sites to share information.

**SESSION 3B: Creating Calm With Healthy Humor — Marty Downey, presenter**

This presentation will include an introduction to *creating* calm in a stressful environment and *humor* in everyday life and work. Practical techniques for managing the multiple stressors with humor are provided with interactive participation. Marty will discuss our mental, emotional and physical responses to humor. You will learn relaxation techniques along with the humor that you will want to indulge in on a regular basis.

**GENERAL SESSION: Happy For No Reason — Jerri Mizrahi, presenter**

Jerri continues to share her journey with us on ways to intentionally choose our attitude, generate happiness from the inside and create the life we want to live for ourselves, regardless of circumstances. This interactive session will provide an introduction to Marci Shimoff's practical steps on how to be happy, based on her latest book "Happy for No Reason - 7 Steps to Being Happy from the Inside Out." Powerful exercises are introduced to become happier in all dimensions of life: body, mind, heart, soul, personal power, purpose and relationships.

*For more information please contact Kelley Davis at 426-5313 or [kelleydavis@boisestate.edu](mailto:kelleydavis@boisestate.edu)*

*Register Today!*



***Professional Development Day Committee:***

Kelley Davis, Chair, Linda Hamson, Suzan Raney, Lois Santillanes,  
Guen Johnson, Leslie Black, Andrea Witters, Debbie Porter