

October 18, 2005



Professional Development Day

BOISE STATE UNIVERSITY

ASSOCIATION OF OFFICE PROFESSIONALS

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| 7:45—8:30 | Registration:/Continental Breakfast— Hatch AB |
| 8:30—8:45 | Welcome and Introductions |
| 8:45—10:20 | Workshop Session A |
| | 1. The Mad, Mad World of Mentoring- Autumn Haynes & Kimberly Bickley |
| | 2. Interviewing Skills: Who are you and why are you here? - Jennifer Ross |
| | 3. A World of Changing Jobs— Joan Thies & Jerri Mizrahi |
| 10:35—12:05 | Workshop B |
| | 4. Remaining Positive in Stressful Times— Susan Lowman-Thomas |
| | 5. How to Influence your policy makers, James Weatherby |
| | 6. Deception and Detection, Dawn Craner |
| 12:05-1:30 | Lunch - Keynote Speaker, Dr. James Girvan, Dean, College of Health Sciences |
| 1:30—3:00 | Workshop Session C |
| | 7. Debt Reduction: Taking Charge of Credit and Debt - Todd Christensen |
| | 8. Business Intelligence- Lisë Stewart |
| | 9. PSP, What is it, Why do I want one? How do I get one?- Sandra Ash |
| 3:10—4:30 | General Session: Understanding Communication Styles- Christina Berg |

Return registration by Thursday, October 14, 2005 with payment to:

Sue Crichton, Department of Radiologic Science, 1910 University Drive, Boise, ID 83725-1845 426-1996

Name: _____ Dept/School _____

Address _____ City _____ State _____ Zip _____ MS _____

Office phone # _____ Birth date (month/day) _____ (Optional)

Email: _____

Please select three (one per time period) of the following workshop sessions: 1 2 3 4 5 6 7 8 9

Please make checks payable to BSUAOP or indicate dept ID to be charged: _____

Registration fee of **\$40.00** includes an Italian Buffet, table favors, door prizes and BSUAOP membership. If you belong to another AEOP, your registration will include parking on campus.

BSUAOP
Professional Development Day
October 18, 2005

Workshop A (Choose one)

1. The Mad, Mad World of Mentoring

Speaker: Autumn Haynes, Interim Director-BSU Women's Center, Kimberly Bickley-Grad. Student
This workshop will explore formal and informal mentoring as it applies to personal, professional and student relationships.

2. Interviewing Skills: Who are you and why are you here?

Speaker: Jennifer Ross, MA, Career Counselor, BSU Career Center

This workshop will help you to develop strategies to identify and hire the most qualified candidates, refresh your interviewing skills and learn the best method of presenting yourself and your organization.

3. A World of Changing Jobs:

Speakers: Joan Thies, Human Resource Analyst, Jerri Mizrahi-Training Officer

This will be a discussion on how administrative support jobs have changed, how these changes impact job classifications and communication between administrative support employees and their supervisors.

Workshop B (Choose one)

4. Remaining Positive in Stressful Times

Speaker: Susan Lowman-Thomas, Idaho Veterans Administration

5. Knowledge is Power: Understanding the Legislative Process and How to Influence Your Legislators

Speaker: Dr. James Weatherby, Assoc. Professor, BSU, Public Policy & Administration Department

This workshop will focus on making the legislative process more "user-friendly."

6. Deception and Detection, Speaker- Dawn Craner

This workshop will discuss "white" lies, excuses, half-truths and self-deception and the effect of deceptive behaviors on relationships

Keynote Address: Lessons From Great Organizations

Speaker: Dr. James T. Girvan, Dean, College of Health Sciences
BSUAOP Administrator of the Year, 2005

Workshop C (Choose one)

7. Debt Reduction- Taking Charge of Credit and Debt

Speaker: Todd Christensen, Education Coordinator, Debt Reduction Services

This workshop will be an active discussion of the personal finance puzzle and will provide practical tips and powerful tools to help people take control of their money, credit and consumer debt.

8. Business Intelligence- Smart Tools for Building Smart Organizations

Speaker: Lisë Stewart, Managing Partner, Gilliard Group

This workshop will demonstrate powerful models for building organizations which attract and foster employee talent, cooperation and commitment.

9. PSP, What is it? Why do I want it? How do I get it?

Speaker: Sandra Ash, CEOE, NAEOP NW Area Director

The PSP is a voluntary program, sponsored by the National Association of Educational Office Professionals to certify levels of education, professional activity and to document achievement.

General Session: Understanding Communication Styles

Speaker: Christina Berg, Coordinator, Heath & Wellness Center

This workshop will help you understand your own communication tendencies and the styles of those around you. You will learn how to enhance how you interact with people.