

Webster Staff Alliance
Invites you to
“Take Charge of Your Career”
With Our Annual
Professional Development Day
Thursday, March 15, 2007

Session #1 (Choose One)
9:00 a.m.-10:20 a.m.

■ **Time Management for Results – William Binder**

- Time is one of the few things in life that cannot be saved for another day. We all have the same amount of time available – roughly 960 to 1,080 minutes per day. Why do successful people seem to get more done? They focus on high value goals and results. Time management is a philosophy of life. By effectively managing your time, you can gain an additional hour per day or nearly 3 weeks per year. Participants will learn to develop a laser like focus, establish priorities, develop methods to deal with fear, adversity, emergencies and interruptions, and anticipate roadblocks and how to surmount them.

■ **Managing Stress for a Healthier Life – Benedict Dumonceaux**

- Most people spend more time planning their vacations than their careers. Your career is too important to be left up to your organization or your supervisor. As a rule, people don't succeed because they “get all of the breaks” or are “in the right place at the right time”. They take responsibility for their careers and make strategic decisions to insure their success. This seminar will help you become the CEO of your career, discover the importance of “FIT” in your success with your organization, utilize your strengths, minimize your weaknesses, and master the keys of networking.

■ **Power Writing – Dick Weiss**

- This workshop will introduce the skills necessary to write crisply, clearly and concisely. Key areas addressed include understanding your readers and writing specifically for them; capturing your audience's attention in the first 21 words; telling a compelling story through written media; and creating and editing your own sample copy.

Session #2 (Choose One)

10:30 a.m.-11:50 a.m.

■ Managing Conflict & Resistance – Benedict Dumonceaux

- People often come across as difficult because of how they handle conflict. In fact, others' approaches to conflict can often seem counterproductive, confusing, or even bizarre. This course provides everyone with a simple, direct way to understand the different fears that drive much of the conflict and resistance they encounter. Through DiSC™*, you will learn your style of handling conflict and understand how that style might differ from coworkers' methods. You will also learn to recognize how quickly individual fears can disengage staff from a team or project. You will learn how and why different people become threatened and discover skills for relating more effectively with people of all styles.

■ Who is Managing Your Career? – William Binder

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■ It's Not About You: the Art and Skill of Not Taking it Personally – Cheryl Oliver

- This hands-on presentation will provide information and resources to help participants recognize that changes and decisions in the workplace are not personal, even though they feel that way. The Art and Skill of Not Taking it Personally focuses on identifying personal response mechanisms, develops strategies for establishing boundaries and helps participants realize the benefits of becoming more accomplished communicators and supportive team members.

Lunchtime Program

12:00 p.m.-1:45 p.m.

Grant Gym

■ Keynote Session – Creating a High Performance Workplace – Gail Hinshaw

- Have you ever wondered how cult leaders get people to follow them and commit to their ideals? This seminar points out how to take lessons from "extreme motivators" and translate their methods into a positive, high-performance workplace. Learn why satisfactory performance is not good enough and absorb the five irrefutable rules of coaching that explain how participants can achieve higher employee performance. Get introduced to the "theory of the slight edge" and learn what your organization must do to remain competitive in today's marketplace. Note: It is impossible to do one thing 100% better than someone else, but it is possible to do 100 things 1% better.

Session #3-(Choose One)

2:00 p.m.-3:20 p.m.

■ Workplace Ethics – Gail Hinshaw

- Companies are damaged or ruined by breaches of ethics and millions have suffered because of the unethical behavior of a few people. This seminar is designed to look at a definition of ethics, where people get their ethics as well as what organizations can do to head-off unethical behavior. It illuminates the signs of unethical behavior and what individual employees can do when confronted with a situation they feel may be unethical. The nuts and bolts of creating a business code of conduct will be covered and the seminar will conclude by identifying the five things organizations must do when confronted with public exposure of unethical conduct.

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Wrap-Up Party

3:30 p.m.-4:30 p.m.

Executive Conference Room

Light Refreshments will be served!

“Take Charge of Your Career”
Professional Development Day

Registration Form

Name: _____

Department: _____

Extension: _____

Email: _____

I will attend the following:

Series #1 9:00 a.m.-10:20 a.m.

Time Management

Managing Stress for a Healthier Life

Power Writing

Series #2 10:30 a.m.-11:50 a.m.

Managing Conflict and Resistance

Who is Managing Your Career?

It's Not About You: The Art and Skill of Not Taking it Personally

Lunchtime Program 12:00 p.m.-1:45 p.m.

Will Be Attending

Dietary Restrictions _____

Series #3 2:00 p.m.-3:20 p.m.

Workplace Ethics

Who is Managing Your Career?

Power Writing

*Please return your reservation form to Suzanne Walls (email: wallsst@webster.edu or fax: 968-7117),
Executive Office, by March 13, 2007.*