

2011 MCPA Annual Support Staff Conference
Tentative Schedule of Events
(A final schedule with room locations will be available on the day of the conference)

- 9:00am- 9:30am** Conference Registration
- 9:30am-9:40am** Conference Welcome and Overview
- 9:45am-10:15am** Keynote Speaker: **Rebecca Deitrich**,
Director of Public Safety, Goucher College
- 10:15am-10:30am** Break
- 10:30am-11:30am** Session One

“Shoot for the Stars! The Art of Self Evaluations and Negotiating”

Do you find yourself struggling to identify areas of improvement and personal growth? It can be difficult to evaluate yourself constructively but it is possible! Learn how to effectively evaluate yourself in the workplace and negotiate your benefits. Be an advocate for your future!

“Training Student Staff: Building Your Team”

Many offices in our profession of higher education have student workers that work a couple hours a day every week during the academic year. Developing this group of students into a team that can work on projects and assignments, independently, maybe missed when the hustle and bustle of an academic year begins. This session will demonstrate key ideas on developing a well-planned and concise team building session to help enhance the productivity of these student workers

“A B C...1 2 3: Service and Art” with Jeff Abel

Servant leaders are vibrant members of our community. Learn how to lead service projects in your own backyard! This session models an alphabet books program for local adult literacy programs and children’s head start programs. This will be an easy one to replicate in your own office and give back to local organizations to create great working relationships! Look at you!

11:40am-12:30pm Lunch

Ham, Turkey, Veggie, and Specialty Wraps, Assorted Chips, Cookies, Fruit and Drinks

12:35pm-1:35pm Session Two

“Make Your Own Mini-Notebook”

With a few cuts and some quick stitches you can make your own notebook for when you need to jot something down!

“Talkin’ Bout My Generation”

Millennial students have moved in! What does this mean for administrators working with this generation of students? They are your student workers, your student leaders, and even your customers! Come and learn tricks of the trade when supporting these enigmatic students.

“FISH!...just a tasting.”

Imagine a workplace where everyone chooses to bring energy, passion and a positive attitude each day. An environment in which people are truly connected to their work, to their colleagues and to their customers. Impossible? Not at all. FISH! Is a tool to help you lead people toward creating that environment. Join us for an exploration of what we call the FISH! Philosophy...

1:45pm-2:45pm Session 3

“On a Personal Note”

Oh no, it is Susan’s birthday and we don’t have a card! Learn how to fashion a quick office card with a personal touch. Using some items around the office and some arts and crafts supplies, you can make someone’s day with a personal note.

“The Constant Challenge to Improve”

As a core value at Loyola University Maryland, it is paramount to the University that stewards of our mission are continuously improving. Learn how one support staff member implements this value at a personal, professional and institutional level.

“Sprucing Up Your Resume”

Learn how to give your resume’ a face-lift and get an edge over the competition. Learn creative new ways to detail your experience and skills while showcasing your strengths. Regardless of whether you’re moving up or moving on- a updated resume’ is always an asset.

2:45pm-3:00pm Conference Closing and Award Presentation