If a session is full, you will not be able to see the session on the registration website, but it will still be listed here.

**Professional Development Day Pre-Activity 8:00 – 8:50am**

Introduction to Mindfulness: Being Fully Present

Location: MUB Ballroom

Metta McGarvey, Keynote Speaker, Harvard Graduate School of Education

In this experiential session we will learn two mindfulness practices that enhance our ability to be more fully present, calm, and better able to savor the joys of the moment. The session will include a brief sitting meditation and some gentle stretching and mindful walking.

**Session A 9:00 - 10:15am**

“All Aboard!” – New Employee On-Boarding

Fisher 127

Wendy Davis, HR Generalist, Human Resources
Laura Baril, Staff Assistant, Human Resources

On-boarding refers to the mechanism through which new employees acquire the necessary knowledge, skills, and behaviors to become effective organizational members and insiders. This presentation will explore on-boarding best practices and showcase forms that departments can utilize to help facilitate the new employee orientation process. Come and explore why on-boarding could be the most critical component of new employee recruitment and retention.

**You Don't Need to be a Tweeter to be on Twitter**

Fisher 135

Kyle Rubin, Associate Director of Financial Aid
Kelly Vizanko, Financial Aid Advisor

Sure, technology can ruin a perfectly sunny day. But, if you want to find out how it can help make your day a little brighter, join us for this session on how using technology in your office might just help. We'll discuss presentation tools (other than PowerPoint), note taking tools, Twitter (of course) and a few things that may just make your life a little more efficient in and out of the office.

**Fitting in Fitness: Overcoming Common Barriers to Physical Activity**

Fisher 139

Shannon Brodeur, Interim SWEAT Coordinator, Kinesiology and Integrative Physiology
Are time and cost preventing you from becoming physically active? This interactive presentation will address these concerns and how to overcome them. You will also learn more about the SWEAT program, one of Michigan Tech's employee wellness benefits. The session will include some gentle physical activity.

**Sizzling Subjects and Tantalizing Text: Writing Emails and Letters People Will Read**

Fisher 101

Allison Carter, Director of Admissions  
Kara Sokol, Senior Strategist-Content, University Marketing and Communications

We all get flooded with email and mail--most of it “junk.” So, how do you get your message across? Join us and learn how to write subject lines that get noticed and text that inspires action. We’ll cover tips, tricks, and best practices—then you’ll put your creativity to work to practice what you’ve learned. Whether you’re writing emails or traditional letters, you’ll learn how to strengthen your communications.

**Protecting Your Online Identity**

Fisher 125

David Hale, Chief Information Security Officer, IT  
Ashley Sudderth, Chief Information Compliance Officer, IT

This session will cover a variety of methods to protect your online identity. We will cover passwords, passwords managers, and how to increase your protection by using two-factor authentication. We will also take a look at common schemes used to steal your identity and offer suggestions on how to identify and avoid them.

**Beyond Supervision: Engaging Students in their On-Campus Work**

Rekhi 214

Kirsti Arko, Assistant Director, Multiliteracies Center, Humanities  
Anna Paul, Undergraduate Administrator, Coach

Students employed on campus are here for academics first, so any type of campus job will require a negotiation of priorities. Taking into consideration this negotiation, there is still the potential to engage students in their work and foster an environment that increases employee engagement and investment. This presentation will provide a practical model of a work environment that has the potential to promote students’ membership into the professional workplace community.

**Session B 10:30 - 11:45am**

**The Crazy and The Smart: How To Share the Michigan Tech Experience with Prospective Undergraduate Students**

Fisher 127

Allison Carter, Director of Admissions  
Rachel Connors, Admissions Advisor
Join us to hear how undergraduate admissions communicates with students and get tips on how you can craft your department messaging to strengthen the Michigan Tech story. We'll share key messages, answers to common questions, details on what matters most at different stages of the recruitment process, and the importance of discussing the value of a Michigan Tech education. Bring questions you have or have been asked and we'll help you craft an answer!

Creating your Own Personal Infrastructure

Fisher 135

Theresa Coleman-Kaiser, Assistant VP for Administration

The starting point of this session is hansei kai, or a forced, deep reflection on what is important. This allows us to identify strategic priority items, which then need to be woven into a personal infrastructure that will allow you to continuously improve your work and consistently work toward your priority goals.

Tools that will be explored in this presentation come from the Lean thinking and practice, and from time management, leadership, and personal effectiveness best practice.

Participants will leave with an understanding of how to develop their own personal infrastructure to manage themselves as they deploy their strategy in a leadership role.

Managing Your Online Reputation

Fisher 138

Brandy Tichonoff, Senior Strategist - Design and Digital Services, University Marketing and Communications
Jeremiah Baumann, Manager of Digital Media and Creative Services, Housing and Residential Life
Kara Sokol, Senior Strategist – Content, University Marketing and Communications

Social media can be a powerful tool for self promotion, connecting to the campus community, and engaging with industry peers. However, managing our online selves is becoming a growing necessity as more of our personal and work interactions collide in digital space. This session will give you some guidelines and tips for successfully managing and growing your online reputation. Key take aways will include programs to manage multiple social media profiles, ways to measure your success and influence, and programs to evaluate your content and even scrub your profiles clean.

The Five Pillars of Physical Well-Being

MUB Alumni Lounge

Larry Wall, Counselor, Counseling Services

Living a physically healthy and satisfying life is based on learning to consciously manage the "Five Pillars of Well-Being." The Five Pillars are 1) Breathing, 2) Movement, 3) Structure, 4) Relaxation and 5) Mindfulness. Learning to integrate the Five Pillars with each other and with everyday activities is a challenge most people have never been taught. In this presentation the Five Pillars will be introduced and illustrated. Exercises to develop each of the Five Pillars will be presented.
Student Assessment: What's Out There?
Fisher 139

Susan Liebau, Director of Waino Wahtera Center for Student Success

Michigan Tech administers multiple large scale student surveys on a regular rotation. The results from these assessments are available to the campus community and can provide valuable information that can contribute to well-informed data-driven decision making. This session will provide overviews of these large scale assessments, as well as examples of ways to disseminate the data to fit your needs.

Why You MUST Know About Title IX and Its Effects on Your Role as a University Employee
Fisher 325

Jill Hodges, Director of Institutional Equity

We hear about Title IX in the media (maybe you haven't....sexual violence...domestic violence...stalking...sexual harassment) but we often don't realize it's tremendous importance to us as university employees. This session will give you an overview of the laws involved, demonstrate why you need to be informed, and how this matters in your daily work here on campus.

Luncheon 12noon – 1:00pm

Inner Strengths for Managing Stress: Mindfulness Practices for Thriving at Work
MUB Ballroom

Metta McGarvey, Keynote Speaker, Harvard Graduate School of Education

University life can be tremendously rewarding—but in our culture of 24/7 email and multi-tasking, most of us feel overwhelmed at times. How can mindfulness practices help us shift our focus from simply surviving to actually thriving given the sheer volume of work, inevitable conflicts, and structural challenges of organizational life? We’ll take a quick tour of three kinds of mindfulness practices, and the scientific evidence supporting their effectiveness, to help you identify techniques you might want to add to your toolkit for managing the stresses of work and help you maintain your focus, clarity, wellness, and productivity. The first type of practices provide a brief respite from stress by evoking a physiological relaxation response. The second type of practices help us manage our unhelpful reactions to stress that often increase our stress exponentially. The third type of practices help us develop self-awareness to understand and change our deeply ingrained patterns of reaction and eliminate them at the root.

Session C 1:15 - 2:30pm

Managing Daily Life with an Aging or Declining Parent
Fisher 127

Larry Wall, Counselor, Counseling Services
Don Williams, Director of Counseling Services
As we raise our own children and deal with everyday life, having an older family member in need of ongoing care becomes an ever-greater reality. How do we best cope when these things happen? How do we handle the stresses of care-taking in both directions: toward our children and toward our own parents or in-laws who now need our help?


Fisher 135

Kim Roberts, Residence Life Coordinator, Housing and Residential Life

Did you know that Tech's Residential Life's Programming Model is based on Chickering's Theory of Identity Development? Sit back and enjoy the ride of how theory and practice come together and how you as a faculty or staff member can help.

Continuous Improvement in Your Office: You Don't Have to Go It Alone

Fisher 139

Ruth Archer, Manager of Process Improvement, Auxiliary Services
Nathan Hood, Student, Operations and Systems Management major

By its very nature, continuous improvement is a collaborative process. Whether it’s finding a solution to a vexing work problem, smoothing out a bumpy process, or cleaning up your work area, the office of continuous improvement helps you assemble the right team, find the time, and work through the issue. Learn about current projects at Michigan Tech, explore ways you can benefit from using continuous improvement tools, and get an overview of basic continuous improvement concepts.

Family and Medical Leave Act (FMLA)

Fisher 101

Karen Hext, Manager of Benefit Services, Human Resources
Tammie Fraki, Coordinator of Benefits

This session will provide a high overview of the Family and Medical Leave Act (FMLA). It is essential for all supervisors to understand how to comply with FMLA so employees receive the full and correct benefit of the law. This presentation is intended for supervisors and other individuals who manage employees and will include key features of the law and Michigan Tech's FMLA policy.

Understanding Gender Expression and Identity: Best Policies and Practices for Supporting Trans* Students

Fisher 138

Renee Wells, Assistant Director of Center for Diversity and Inclusion

This interactive presentation for faculty and staff is designed to provide an overview of trans* identity and expression, discuss common issues faced by trans* students, and outline best policies and practices for trans* inclusion on campus and in the classroom.
**Heartsaver CPR and AED**

Fisher 125

Travis Pierce, Chief Housing Officer/Director, Housing and Residential Life  
Matt McCormick, Programmer/Analyst, Enterprise Application Services

Heartsaver® CPR AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use, as well as how to relieve choking on an adult. This course teaches skills with American Heart Association’s research-proven Practice-While-Watching technique, which allows instructors to observe the students, provide feedback and guide the students’ learning of skills. This is a three-hour session. Certification is available.

**Challenge Course High Ropes Adventure Experience**

High Ropes Course Tech Trails

Jared Johnson, Assistant Director of Student Activities, OAP/Wellness  
Whitney Boroski, Health and Wellness Coordinator

Put yourself to the test on the OAP’s High Ropes course. This is a high-activity session that will require you to climb utility poles, traverse cables 25 feet in the air, and zip down a 250’ zipline to end the experience. All equipment will be provided including helmets, harnesses, ropes and all additional safety gear. Participants must be in good physical health and under 250lbs.

**Session D 2:45 - 4:00pm**

**Keweenaw Young Professionals**

Sheena Kauppila, Assistant Director of Orientation Programs, Waino Wahtera Center for Student Success  
Jess Brassard, Co-Founder, KYP

Fisher 135

Keweenaw Young Professionals provides opportunities to connect and grow through community engagement. Learn how you can become involved, share your needs as a professional in the Keweenaw, and learn how to engage in your community. The goals of the KYP include fostering professional & personal development, networking, civic engagement, business development, knowledge and talent development, community succession, and local utilization.

**Meet the Digital Services Team—An Open Q&A Session**

Fisher 139

Joel Vertin, Project Manager/Web Marketing Specialist, University Marketing and Communications  
Quentin Franke, Digital Services Specialist, University Marketing and Communications  
Alex Hughes, Digital Developer/Web Programmer, University Marketing and Communications  
Scott Shannon, Digital Developer, University Marketing and Communications
Want to learn more about how to make a better website, market yourself on the web, or learn more about search trends such as Google's new Knowledge Graph? Spend some time with the UMC Digital Services team.

You'll learn about our team and the services we offer. Then, we'll spend time answering any questions you may have. Questions can be submitted in advance (anonymously if you'd like) via our online form at mtu.edu/umc/ask/, by tweeting in a question during the session, or by simply raising your hand.

Questions can be related to your CMS website, research website, gaining visibility online, about web trends and news in general, or something related. We'll do our best to answer anything you throw our way, so don't be shy!

**An Introduction to Student Development Theory**

Fisher 101

William Roberts, Director of Financial Aid  
Cody Kangas, Associate Director of Center for Pre-College Outreach

As higher education professionals we may often question why students make some of the decisions they make. This presentation will provide the educational psychology that supports their decision making and academic learning. Our overview is designed to provide an introduction to staff and faculty who are not familiar with student development theory. Through case studies, dialogue and a brief overview of the theories, attendees will gain a better understanding of what makes students tick.

**Using Sudent Feedback for Data-Driven Decision Making (It’s not as hard as you might think)**

Rekhi 214

Susan Liebau, Director of Waino Wahtera Center for Student Success  
Dr. Bonnie Gorman, Dean of Students

The recent drive for accountability in higher education is pushing “data driven decision making.” For some, it may feel like one more item to add to already full to-do list. Yet you likely need some evidence to support/justify your programs and activities. This session will introduce some simple ways to bring student input into your decision making and provide examples of strategies in use.

**Entry-Level Healthy: Tips and Tricks for Making Food that is Simple, Tasty, and Good for You**

Fisher 138

Kara Sokol, Senior Strategist – Content, University Marketing and Communications

Want to eat healthier? Short on time, creativity, and culinary know how? This session is for you!

--Learn how to make veggies you actually want to eat  
--Get ideas for fast and healthy lunches, dinners, and desserts  
--View some awesome healthy-cooking blogs and websites  
--Learn how to use Pinterest to organize your recipes  
--Sample some delish healthy food

Intended for kitchen beginners. Recipes will have a mostly vegetarian focus.
Mindfulness Practices for Focus, Clarity, and Productivity

Location: MUB Alumni Lounge

Metta McGarvey, Keynote Speaker, Harvard Graduate School of Education

This experiential session will introduce foundational mindfulness techniques that build mastery of attention. With practice over time, these techniques develop our ability to stay focused and enhance clarity in the midst of the everyday pressures of work and life.