A ROUNDTABLE DISCUSSION

A SEAT AT THE TABLE: LEADERSHIP DEVELOPMENT FOR UPWARD MOBILITY

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Abstract and Learning Outcomes

Two senior administrators will share management tips, application and interview techniques, along with leadership skills learned along the way in their transition to administrators. All participants will find something helpful in this interactive workshop. The presenters will provide insight on goal setting, finding a mentor, to becoming a senior administrator and some practical tips for professionals at any stage of their career. Particular attention will be paid to navigating the application process, moving from a Director over one office and one budget to multiple offices and budgets; time management, and work-life balance. The perspectives of people of color and women will also be highlighted in this presentation.

Learning Outcomes

• Learn strategies to succeed in a job search for upward mobility.

• Be exposed to time management techniques that are helpful when moving into a management role and workload increases.

• Increase their intellectual capacity for managing multiple departments outside of their expertise.
SPEAKER INTRODUCTIONS
Currently, most professional development does not include coaching for upward mobility for underrepresented and under-resourced professionals.

Mentoring helps alleviate these gaps, thus this session will be a structured mentoring session for those desiring specific tips on how to grow professionally.
Discussion Questions

• What are the key components to searching and applying for jobs?
• What are the key components that should be included in resumes and cover letters?
• What credentials or other certifications should be attained/explored?
• How do you navigate Management and supervision for multiple departments?
• What are some potential barriers and successes for those desiring to move up professionally?
• What are some time management techniques to manage workload increases?
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What are some time management techniques to manage workload increases?
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