Furman University Administrative Leadership Academy
2009-2010

This series of leadership development seminars is designed to enhance your knowledge and abilities across a range of skills which are essential for today's office support staff. It is specifically designed to help new, as well as seasoned office administrators, explore and evaluate their strengths and opportunities for growth. These highly interactive seminars offer practical strategies and tools to help you get things done more effectively as an employee at Furman University.

To register for this series, which is sponsored by the Center for Corporate and Professional Development and the Office of Human Resources, please contact Karey Harrison at 294-2154 or by e-mail at karey.harrison@furman.edu

Creativity and Innovation
with Dr. Kathy Kegley
Thursday, July 23rd, 2009 (8:00 a.m. to 11:30 a.m. at Younts Conference Center)

Learning Objectives:

This interactive and media-rich session will include the inspirational video by photographer Dewitt Jones titled "Everyday Creativity" with the message that everyone has the capacity to be creative, a brief assessment to understand individual thinking preferences and how they affect creative thinking, and a team-based mind mapping activity that illustrates creative problem solving.

Participants will gain confidence in their unique approach to creative thinking, learn how to effectively interact with people having different thinking styles during idea generation, and develop recommendations for nurturing a climate of creativity at work.
**Interruptions and Communication Techniques to Manage them Effectively**

with Dr. Sean O’Rourke

Wednesday, October 14\textsuperscript{th}, 2009 (8:00 a.m. to 10:30 a.m. at Younts Conference Center)

**Learning Objectives:**

- How to avoid constant interruptions (even from the boss) and secure more time for completing tasks
- How to concentrate on one thing at a time and get it done
- How a few minutes in the morning can save many interruptions throughout the day
- Implementing the "quiet hour" to guarantee blocks of uninterrupted time
- Steps for avoiding telephone interruptions
- The signals that politely but firmly let a co-worker know you don’t have time to chat

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**Emotional Intelligence: Conflict and Stress Management**

with Dr. Paul Rasmussen

Thursday, November 12\textsuperscript{th}, 2009 (8:00 a.m. to 11:30 a.m. at Younts Conference Center)

**Learning Objectives:**

Emotions are an important and natural aspect of the human experience. They are the source of personal feedback, they help us communicate with others and they motivate us into action. Unfortunately emotions are at the foundation of our often negative attitudes towards other people and towards activities of involvement, including work. These emotionally loaded attitudes contribute to interpersonal conflicts, office conflicts and poor worker motivation and morale. The consequences of strong emotion can be minimized when employers and employees interact with greater emotional intelligence (EI). EI considers the purposefulness of emotions and ways to help individuals develop greater emotional self-control such that emotions serve to enhance relationships and resolve conflicts rather than contributing to an escalation of problems.
**February**

**Business Writing**
with Dr. Margaret Oakes
Thursday, February, 18th, 2010 (8:00 a.m. to 11:30 a.m. at Younts Center)

**Learning Objectives:**
- Learn tips to correct the top ten most common writing errors in business communication
- Improve your connection with your reading audience to write more persuasively
- Learn how to format your emails and memos for the clearest and most readable communication
- Learn how to recognize your own personal most common writing errors (we each have our own!)

**March**

"What's Your Style? Understanding Your Personality in the Workplace"
with Dr. John Barker
Tuesday, March 30th, 2010 (8:00 a.m. to 11:30 a.m. at Younts Conference Center)

**Learning Objectives:**
- Gain a better understanding of your personality characteristics as assessed by the Myers-Briggs Type Indicator (a popular personality test)
- Increase your understanding of personality types different from yours
- Use this knowledge to improve communication and collaboration between you and your co-workers
- Develop strategies for creating more effective teams in your workplace
- The MBTI will be taken online as pre-work
Personal Effectiveness Skills that Help You Get the Job Done
with Sean O’Rourke
Wednesday, June 16, 2010 (8:00 a.m. to 11:30 a.m. at Younts Conference Center)

Learning Objectives:

- Identify and eradicate the non-verbal messages that undermine your assertiveness
- Time-tested strategies for negotiating what you want
- How to gracefully let your boss know when you’ve been given conflicting priorities
- How preparing a script ahead of time can help you be more assertive
- Personal power—where it comes from and how to use it