

**Professional Development Calendar  
2009-2010**

| DATE               | TIME   | TOPIC  | LOCATION  | INTENDED FOR  | REGISTRATION INFORMATION   |
|--------------------|--|--|---|---|--|
| July 28, 2009      | 10:30 a.m. - 4:30 p.m.; 45-minute individual appts. throughout the day | <a href="#">Long-term Care Planning and Insurance - Individual Meetings</a>                      | Human Resources Conference Room, College Square<br>Barshinger Life Sciences & Philosophy Building, Bonchek Lecture Hall | FPS and retirees - spouses / partners are welcome                                 | Please call Human Resources, at 291-3902, to schedule an appointment           |
| August 12, 2009    | noon - 1:30 p.m.   | <a href="#">Strategies for Saving for your Child's College Education</a>                         | Booth Ferris North and South  | FPS - spouses / partners are welcome  | RSVP to <a href="mailto:peggy.waddle@fandm.edu">peggy.waddle@fandm.edu</a>     |
| August 13, 2009    | noon - 1:00 p.m.   | <a href="#">Event Planning / Publicizing Your Event (follow-up to last semester's session)</a>   | Booth Ferris North and South  | FPS   | RSVP to <a href="mailto:peggy.waddle@fandm.edu">peggy.waddle@fandm.edu</a>     |
| August 25, 2009    | 8:30 a.m. - 4:30 p.m.  | <a href="#">Orientation for New Members of the Faculty and Professional Staff</a>                | Stager Hall   | By invitation; FPS appointed since last September 1                               | RSVP to Jill Graham, Office of the Provost, 291-4283                           |
| September 23, 2009 | 9:00 a.m. - noon   | <a href="#">Hiring the Best Person for the Job; Effective Interviewing and Hiring Techniques</a> | Booth Ferris North and South  | Those involved with interviewing and hiring new members of the professional staff | RSVP to <a href="mailto:nancy.eshleman@fandm.edu">nancy.eshleman@fandm.edu</a> |
| October 13, 2009   | 2:00 p.m. - 3:00   | <a href="#">Preview of 2009 - 2010; Strategic Plans, Priorities, and Challenges</a>              | Stahr Auditorium, Stager  | Professional Staff  | No need to RSVP  |
| November 18, 2009  | 9:00 a.m. - 11:00  | <a href="#">Employment Law 101</a>   | Booth Ferris North and South  | Supervisors, Managers, Department Chairs  | RSVP to <a href="mailto:nancy.eshleman@fandm.edu">nancy.eshleman@fandm.edu</a> |
| December 9, 2009   | 9:00 a.m. - noon   | <a href="#">Six Steps to Assertive Communications</a>  | Booth Ferris North and South  | Professional Staff  | RSVP to <a href="mailto:nancy.eshleman@fandm.edu">nancy.eshleman@fandm.edu</a> |

| DATE              | TIME              | TOPIC   | LOCATION   | INTENDED FOR                             | REGISTRATION INFORMATION   |
|-------------------|-------------------|---|--|--|--|
| January 6, 2010   | 1:00 p.m. - 3:00  | Conducting Effective Performance Reviews: Reviewing Past Performance, Communicating Performance Standards, Defining Future Expectations and Objectives, and Creating a Development Plan | Booth Ferris North and South                                       | Supervisors, Managers, Department Chairs | RSVP to nancy.eshleman@fandm.edu   |
| February 17, 2010 | 1:30 p.m. - 4:30  | Customer Service and Interpersonal Skills   | Booth Ferris North and South                                       | Professional Staff                       | RSVP to nancy.eshleman@fandm.edu   |
| February 25, 2010 | 9:00 a.m. - 11:00 | Working Smarter, Not Longer   | Booth Ferris North and South                                       | Professional Staff                       | RSVP to nancy.eshleman@fandm.edu   |
| March 10, 2010    | 9:00 a.m. - 11:00 | Managing the Generations  | Booth Ferris North and South                                       | Supervisors, Managers, Department Chairs | RSVP to nancy.eshleman@fandm.edu   |
| March 16, 2010    | 9:00 a.m. - 11:00 | The Times of our Lives  | Booth Ferris North and South                                       | Professional Staff                       | RSVP to nancy.eshleman@fandm.edu   |
| April 14, 2010    | 9:00 a.m. - noon  | Positively Influencing Others   | Booth Ferris North and South                                       | Professional Staff                       | RSVP to nancy.eshleman@fandm.edu   |
| On-going          | various           | Wellness Sessions   | Life Management Associates, Greenfield Corporate Center, Lancaster | FPS / Retirees                           | Contact Life Management Associates directly, (717) 394-6688 or visit www.lma-eap.com |

| DATE   | TIME                                      | TOPIC  | LOCATION  | INTENDED FOR   | REGISTRATION INFORMATION   |
|--|---|--|---|----------------|--|
| August 31; Sept. 3,<br>14, 24, 25; October<br>7, 21, 22, 23;<br>November 5, 16;<br>December 2, 3, 7, 8,<br>2009; Jan. 7, 8, 28,<br>29; Feb. 10, 25;<br>March 10, 22; April<br>7, 19; May 12, 24;<br>June 9, 2010 | 45-minute appts.<br>throughout the<br>day | <b>Individual Retirement Savings / Planning<br/>           Sessions with TIAA-CREF</b> | Human Resources<br>Conference Room,<br>College Square | FPS / Retirees | Please call Human Resources,<br>at 291-3902, to schedule an<br>appointment |

| Professional Development Calendar<br>2009-2010                                   |  |   |
|--|--|---|
| TOPIC  | BRIEF DESCRIPTION  | PRESENTER(S)  |
| Long-term Care Planning and Insurance - Individual Meetings                      | Information about individual long-term care insurance policies available through Highmark, at a discount to members of the Franklin & Marshall community                             | Debbie Dare, Long-term Care Consultant, Highmark  |
| Strategies for Saving for your Child's College Education                         | Information about options pertaining to saving for your child's higher education: Roth IRA's, 529 plans, 403(b) or 401(k) plans, etc.  | TIAA-CREF   |
| Event Planning / Publicizing Your Event (follow-up to last semester's session)   | Learn ways to effectively promote and publicize your campus event, either internally to the F&M community or externally to the Lancaster or wider community                          | Jason Klinger, Publications Director, Ron Iori, Interim Director of Media Relations, and Debbie Martin, Director of Special Events and Assistant Secretary to the Board of Trustees |
| Orientation for New Members of the Faculty and Professional Staff                | Key information about the College for those hired since the past September 1. An invitation will be sent to those who have joined the College community since last September.        | Various members of the College community  |
| Hiring the Best Person for the Job; Effective Interviewing and Hiring Techniques | Identifying competencies, using behavior-based interview questions, structuring the interview, evaluating candidates, checking references, welcoming and orienting new staff members | T.J. Titcomb, Cargas  |
| Preview of 2009 - 2010; Strategic Plans, Priorities, and Challenges              | President Fry will discuss the College's strategic plans and priorities for the current fiscal year  | President Fry   |
| Employment Law 101   | Basic employment law information that those who supervise others need to know  | T.J. Titcomb, Cargas  |
| Six Steps to Assertive Communications  | Communicating assertively with colleagues and "customers"; making your wishes known without being passive or aggressive  | T.J. Titcomb, Cargas  |

| TOPIC  | BRIEF DESCRIPTION  | PRESENTER(S)               |
|--|--|----------------------------|
| <b>Conducting Effective Performance Reviews: Reviewing Past Performance, Communicating Performance Standards, Defining Future Expectations and Objectives, and Creating a Development Plan</b> | Strategies for conducting an effective performance review: pitfalls to avoid, clearly communicating expectations, creating a development plan and "stretch goals" to enhance performance   | T.J. Titcomb, Cargas       |
| <b>Customer Service and Interpersonal Skills</b>   | Strategies for working effectively with internal and external "customers"; balancing task with people  | T.J. Titcomb, Cargas       |
| <b>Working Smarter, Not Longer</b>   | Learn how to stop, think, and re-evaluate your tasks and responsibilities to maximize time and energy; create a time log to see where the time goes, and then find ways to work with common problem such as planning, procrastination, deadline stress, perfectionism, and dealing with interruptions  | Life Management Associates |
| <b>Managing the Generations</b>  | Tips for effectively supervising staff from various generations  | T.J. Titcomb, Cargas       |
| <b>The Times of our Lives</b>  | Tips for working effectively with colleagues from various generations; how generation affects people on the job  | T.J. Titcomb, Cargas       |
| <b>Positively Influencing Others</b>   | How to influence others when you are not in a position of authority; strategies for positively influencing colleagues  | T.J. Titcomb, Cargas       |
| <b>Wellness Sessions</b>   | Life Management Associates, the administrator of the College's Employee Assistance Program (E.A.P.), offers various wellness workshops and programs, such as meditation, work / life balance, self-empowerment, and relaxation workshops. Often, full-time faculty and professional staff may "trade" their free E.A.P. sessions in order to attend wellness workshops free of charge. For more information, contact Life Management at (717) 394-6688 or visit <a href="http://www.lma-eap.com/">www.lma-eap.com/</a> . | Life Management Associates |

| TOPIC   | BRIEF DESCRIPTION   | PRESENTER(S) |
|---|---|--------------|
| <b>Individual Retirement Savings / Planning Sessions with TIAA-CREF</b> | Individualized sessions to allow you to discuss your retirement savings needs and develop a savings strategy; information about investment options and how income can be received upon retirement | TIAA-CREF    |