



**April 18, 2021**  
**Tampa Marriott Water Street**  
**Tampa, FL**

(subject to change)

**Agenda**

April 18, Sunday  
8:15 – 9:00 am .

Registration/Continental Breakfast

9:00 am

***Welcome/Introductions/Mingle, Mingle, Mingle - Joe Catrino, CEIA VP Professional Development, Trinity College***

9:30 – 11:30 am

***Managing You - The Professional***

As an experiential learning and career professional with ‘a few years under your belt’, it’s important to continue to keep an eye on your own professional development to ensure that the momentum you’ve built in your early career days is maintained. This session will provide insights on how to ensure that you are continuing your progress toward your long term career goals, upgrading your skills and knowledge, and taking advantage of opportunities that will help you take your career to the next level.

9:30 – 10:30 am

***Zach Osborne, Nova Southeastern University***

- Short and long-term goal-setting for mid-career professionals. What should you be aiming for?
- How to grow in a position and how to know when you’ve outgrown an opportunity.

10:30 – 10:45 am

Break

10:45 – 11:30 am

***Makesha Dockery, Georgia State University***

- What skills, knowledge, and experience are you missing? What’s the plan to fill these gaps? (interactive session)
- Looking beyond your institution for professional development opportunities.
- Leveraging mentors for professional development.

11:30 am – 12:15 pm

Lunch with colleagues

12:15 – 2:00 pm

***Managing You - The Leader***

As you advance from entry-level roles in experiential learning and career development, you’ll begin to take on leadership roles and responsibilities, both formally and informally. This session will allow you to explore topics relevant to navigating advancements in your career, managing new aspects of your role, and developing as an effective leader.

12:15 – 1:00 pm

***Ross Johnston, University of Waterloo***

- Using data and storytelling to secure resources and advocate for you and your work
- How do I run a meeting for ideal effectiveness?
- How do I give effective performance evaluations?

1:00 – 2:00 pm **Zach Osborne, Nova Southeastern University**

- How do I manage up and down?
- Taking on more and knowing when to say ‘no’
- How do I manage the personal and professional dynamics across my team?
- How do I ensure my team members continue to develop as professionals?

2:00 – 2:15 pm Break

2:15 – 3:45 pm

***Managing You - The Person***

***Joe Catrino, CEIA VP Professional Development, Trinity College***

Self-care and work/life balance have become buzzwords in today’s workplace. Mid-career professionals are often more susceptible to that imbalance because of an increase in tasks and added management, budgetary, and decision-making responsibilities. Before we can design our lives forward or design the future of work or design a better work-life balance, attendees start with where they are. Not where they were! Not where they think they should be! In order to do so, attendees will evaluate what provides energy, focuses our journeys, and keeps our lives running smoothly: Work/Play/Love/Health. From there, attendees will gauge their compass (Worldview and Workview) toward a life of meaning and purpose (a well-designed life). Finally, attendees will learn to find their flow by managing their energy, not their time.

- Work/Love/Play/Health Dashboard
- Worldview/Workview (Pre-work) and discussion
- Coherence amongst values and the work you do
- Energy Assessment and Working to find our Flow
- Self care and finding balance
- Gratefulness journaling

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3:45 – 4:00 pm

***Final Words***

- Introduction to Mentorship for CEIA Academy ‘21
- Final Thoughts/Discussion
- Questions/Answers