



Subject to Change [June 15, 2018]

North Central Region

Administrative Management Boot Camp

Crowne Plaza Detroit Riverfront Hotel, 2 Washington Blvd, Detroit, Michigan.

Working Agenda

June 19, 2018 (Day 1):

- 11:30am Registration Opens
- 1:00pm **Welcome and Overview of the Boot Camp**
[Robin Shepard, NCCEA and Jeff Jacobsen, NCRA]
- Why management?
 - This is an on-going journey
 - The logistics of the Boot Camp
- 1:10pm **Greetings from Our Host** – Jeff Dwyer, Michigan State University
- 1:30pm **Foundations for Being an Effective Manager (Section I)**
[Marshall Stewart, University of Missouri]
- Management Demands on the Job / The Management – Leadership continuum
- 2:30pm Break
- 3:00pm **Understanding Your Own Skills As A Manager – The EQ-i Assessment**
[Jeff King, The Ohio State University]
- 3:30pm **Foundations for Being an Effective Manager (Section I) - continued**
[Marshall Stewart, MU]
- How the EQ-i connects to the elements of being a good manager and leader.
 - The Importance of managing relationships.
 - The Importance of Trust in Organizational Culture
- 5:00pm **Debrief – Open Discussion [Problem Solving & Wild-Card Time]**
- 5:30pm Dinner on Own

June 20, 2018 (Day 2):

- 8:00am **Personnel Engagement (Section II)**
[Chuck Hibberd, University of Nebraska]
- Characterizing our human assets
 - Diversity and Inclusion (Inclusive Excellence)
 - Building a talented workforce
- 9:30am Break
- 10:00am **Personnel Management (Section II) – *continued***
- Being a great boss/manager/supervisor
 - Retaining talent
 - Engaging underperforming faculty and staff
 - Anticipating Trouble – an ability that positions you for success
- 12:00pm Lunch
- 1:00pm **Debrief** On Personnel Management – Open Discussion [**Problem Solving & Wild-Card Time**]
- 2:00am **Fiscal Management (Section III)**
[Ernie Minton, Kansas State University]
- Fiscal/Budget Management 101
- 2:45pm **Fiscal Management (Section III) - *continued***
[George Smith, Michigan State University]
- Fiscal Challenges – Table Exercise I (setup/overview)
- 3:00pm Break
- 3:30pm **Fiscal Management (Section III) – *continued***
- Fiscal Challenges – Group Exercise I
 - Group reports
- 4:30pm Fiscal Management (Section III)
[Chris Boerboom, North Dakota State University]
- Budget Reduction Challenges –Exercise II (setup/overview)
- 4:45pm **Debrief** on Fiscal Topics – Open Discussion [**Problem Solving & Wild-Card Time**]
- 5:00pm Break for Dinner on Own
- 7:30pm Evening Group Exercise Work

June 21, 2018 (Day 3):

- 8:00am **Fiscal Management (Section III) – continued**
[Chris Boerboom, NDSU]
 - Report-out from Exercise II
- 8:45am **Working with Our Federal Partners**
[Marty Draper, Kansas State University; and Steve Slack, The Ohio State University]
- 9:45am Break
- 10:15am Table Discussion – Reactions/interactions on Federal Partner Advocacy
[Marty Draper, KSU; and Steve Slack OSU]
- 10:35am Balancing It All
[Chris Boerboom, NDSU]
- 11:30am Sharing Ideas About Professional Development, Mentoring and Boot Camp Follow-up
- Noon Adjourn