



Subject to Change [June 19, 2019]

North Central Region Administrative Management Boot Camp

Plaza A and B, Hampton Inn – 4600 Summit Street, Country Club Plaza, Kansas City, Missouri

Working Agenda

June 25, 2019 (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 The Planning Committee**
- 1:30pm ***Foundations for Effective Management (Section I)***
[Marshall Stewart, University of Missouri]
- Management Demands on the Job / The Management – Leadership continuum
 - The Organizational Challenges
 - The Personal Challenges
 - EQ-i Application
 - Managing the Journey
 - You, The Work and Those You Serve.
- 3:30pm Break
- 4:00pm **Debrief – Open Discussion [Problem Solving & Wild-Card Time]**
- 5:00pm Dinner on Own in Groups

June 26, 2019 (Day 2):

- 8:00am **Personnel Engagement (Section II)**
[Chuck Hibberd, University of Nebraska, Tala Awada, University of Nebraska and Quentin Tyler, Michigan State University]
- Characterizing our Human Assets
 - Diversity and Inclusion, Keys to Our Success
 - Building a Talented Workforce
- 9:30am Break
- 10:00am **Personnel Management (Section II) – *continued***
- Being a Great Boss/Manager/Supervisor
 - Retaining Talent
- 11:30am **Debrief – Open Discussion [Problem Solving & Wild-Card Time]**
- 12:00pm Lunch
- 1:00pm **Fiscal Management (Section III)**
[George Smith, Michigan State University]
- Managing Budgets 101 and Small Group Exercise
- 2:30pm **Fiscal Management (Section III) - *continued***
[George Smith, Michigan State University, and Jeff Jacobsen, NCRA Executive Director]
- Fiscal Negotiation Exercise
- 3:00pm Break
- 3:30pm **Fiscal Management (Section III) – *continued***
[Marty Draper, Kansas State University]
- Fiscal/Budget Management: *Understanding funding complexity*
- 4:30pm **Debrief on Fiscal Topics – Open Discussion [Problem Solving & Wild-Card Time]**
- Exercise: *On Whose Authority!*
- 5:00pm Dinner on Own in Groups

June 27, 2019 (Day 3):

- 8:00am **Personnel Engagement (Section II) – Part Two**
- Engaging Underperforming Faculty and Staff
 - Anticipating and Dealing With Trouble
- 9:45am Break
- 10:15am **Working with Our Federal Partners: *Understanding, Advocacy and Protection***
[Marty Draper, Kansas State University]
- Exercise – *Tell me a story*
- 11:00am Balancing It All [Group Discussion]
- Video by Dr. Theresa Glomb, 2015, University of Minnesota
- 11:30am **Debrief – Open Discussion [Problem Solving & Wild-Card Time]**
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