

## **Wednesday, November 9, 2011**

- 11:00 am - 11:45 am Check-In
- 11:45 am - 1:00 pm Lunch on your own
- 1:00 pm - 1:30 pm Welcome, Housekeeping, Introductions
- 1:30 pm - 3:00 pm A Year in the Life of a FA Director/What to Expect as a New Director
- 3:00 pm - 3:15 pm Break
- 3:15 pm - 4:45 pm Policies and Procedures
- 5:00 pm - 6:30 pm Dinner with Faculty
- 7:00 pm - 8:30 pm Personnel Issues: 90% of the Headaches with 10% of the Staff

## **Thursday, November 10, 2011**

- 8:00 am - 9:00 am Breakfast
- 9:00 am - 10:00 am Who are we? Who are our customers? How do we communicate?
- 10:00 am - 10:30 am Break
- 10:30 am - 12:00 pm Budgeting - Office as well as FA Dollars
- 12:00 pm - 1:00 pm Lunch
- 1:00 pm - 2:15 pm Partnering, Educating and Networking with Campus
- 2:15 pm - 2:45 pm Break
- 2:45 pm - 3:15 pm If I Only Knew Then ...
- 3:15pm - 4:45 pm Staff Retreats and Training
- 5:00 pm - 6:00 pm Hosted Reception in Laura's Suite
- 6:00 pm - ?? Evening on your own

## **Friday, November 11, 2011**

- 8:00 am - 9:00 am Breakfast
- 9:00 am - 10:30 am Getting involved - Moving up in Higher Education
- 10:30 am - 10:45 am Break
- 10:45 am - 11:45 am Participants' Choice
- 11:45 am - 12:00 pm Wrap-up and Good-byes