STAFF DEVELOPMENT DAY!

THURSDAY, MARCH 9 • 1–4 • DALTON

SPONSORED BY

LITS

LIBRARY & INFORMATION TECHNOLOGY SERVICES
OVERVIEW
All Courses Take Place in Dalton. See page # for description.

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<td>STEAL THIS PECHAKUCHA</td>
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<td>AS ORGANIZED AS YOU NEED TO BE: PROJECT MANAGEMENT TIPS FOR EVERYDAY LIFE</td>
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<td>MY STATISTICAL CROCKPOT</td>
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<td>EVERYTHING YOU KNOW ABOUT PUBLIC SPEAKING IS WRONG: A NEW WAY TO COMMUNICATE WITH OTHERS</td>
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**CLASSES**

| Anything you ever wanted to know: Technology Edition | 1    | 2-2:20, 3:40-4   | 2  |
| Intro to Audacity for Podcasting and Beyond          | 212E | 2:25-2:45, 3:15-3:35 | 3  |
| Build-a-Form                                         | 212E | 2:20-2:40, 3:10-3:30, 3:40-4 | 3 |
| Calling for Change: Contacting your Member of Congress | 20   | 2:25-3:05        | 3  |
| Collaboration: Why do it? How can you make it successful? | 212A/1 | 2:20/3:15-3:35 | 3  |
| Desk Yoga                                            | 119  | 2:20 / 2:50-3:10, 3:40-4 | 4 |
| Energage 101: Making the Most of the Performance Coaching Process | 1    | 2:25-3:05        | 4  |
| Facebook Management 101                              | 6    | 2:20, 3:10-3:40  | 4  |
| Gerrymandering Teach-In: How to Make Your Vote Count in Pennsylvania | 20   | 2:20          | 4  |
| Library Life Hacks: 8 Free Things at the Libraries You’ll Wish You’d Known About Sooner | 10   | 2:50-3:10        | 5  |
| Macros for Microsoft Office                          | 25   | 2:25-2:45, 3:15-3:35 | 5  |
| A Mini-Introduction to Mindfulness                   | 10   | 2:25-2:45, 3:15-3:35 | 5  |
| Office Ergonomics: How to Compute Comfortably        | 2    | 2:20, 2:25-2:45, 3:15-3:35 | 6 |
| Intro to Password Managers                           | 6    | 2:25-2:45, 3:15-3:35 | 6  |
| Public Speaking and Self-Promotion for Introverts   | 119  | 3:15-3:55        | 6  |
| Tempting Surveys: Tips & Tricks                      | 10   | 2:20, 3:40-4     | 7  |
| The Rise of Viral Fake News (and What You Can Do to Fight It) | 20   | 3:15-3:55        | 7  |
| Event Diagram                                         |      | 8-9              |    |

**PECHAKUCHAS**

DALTON 300 • 1–1:55 PM
A PECHAKUCHA CONSISTS OF 20 SLIDES, EACH SHOWING FOR 20 SECONDS. EACH SLIDE ADVANCES AUTOMATICALLY. THE RESULT IS A PACE-PACED, EXCITING, AND INFORMATIVE PRESENTATION!

STEAL THIS PECHAKUCHA

**PRESENTERS:** ELLIE ESMOND, DIRECTOR OF SERVICE AND LEADERSHIP PROGRAMS; KELLY STRUNK, ASSOCIATE DIRECTOR, PRAXIS; VIPPY YEE, ASSISTANT DIRECTOR OF VOLUNTEER PROGRAMS

The word activism gets a lot of play these days, but what does it really mean? What does it look like and how do you get involved? Using pictures, words and music, we will explore a definition of activism, offer examples of what it can look like, and provide useful tips for sustaining it in your life. Resistance, opposition, affirmation, support - we think you’ll find we have something for everyone!

AS ORGANIZED AS YOU NEED TO BE: PROJECT MANAGEMENT TIPS FOR EVERYDAY LIFE

**PRESENTER:** JULIANA PERRY, WEB SERVICES PROJECT MANAGER

Practical ways to make whatever projects exist in your life (moving, weddings, parties, serious illnesses, new babies or pets, etc.) more manageable, without resorting to Gantt charts (unless you really want to).

A YEAR IN THE LIFE OF THE STAFF ASSOCIATION

**PRESENTER:** SHALANA THOMAS, UTILITY HOUSEKEEPER

Did you know that you are a member of the BMC Staff Association? If not, welcome! In this PechaKucha, you’ll get a glimpse into the work of the Staff Association, including an overview of some of the impactful projects the SA works on throughout the year. You’ll also be introduced to the executive council members.
MY STATISTICAL CROCKPOT
PRESENTER: LINDSEY DEVER, ASSISTANT DIRECTOR OF INSTITUTIONAL RESEARCH
Is statistical intuition real? Do we carry around with us an innate understanding of a field that so often strikes fear in high-schoolers and grown-ups alike? This PechaKucha will explore a real life example of every-day statistics and consider whether we can rely on our gut reaction to numbers and facts.

EVERYTHING YOU KNOW ABOUT PUBLIC SPEAKING IS WRONG: A NEW WAY TO COMMUNICATE WITH OTHERS
PRESENTER: MATT RUBEN, BRYN MAWR COLLEGE PUBLIC SPEAKING INITIATIVE COORDINATOR, LECTURER IN ENGLISH AND THE EMILY BALCH SEMINARS
Feel flustered when you have to present your ideas to others? Feel like your speaking skills aren’t “good enough”? What if the problem were not your skill level or your ideas? What if the fear itself were the real issue? Join Bryn Mawr Public Speaking Coordinator Matt Ruben for a brisk, lively session that will give you a new, empowering way to approach your role and responsibilities as a speaker.

CLASSES
FROM 2–4PM, BMC STAFF AND FACULTY WILL TEACH CONCURRENTLY RUNNING 20- AND 40-MINUTE CLASSES. SOME CLASSES ARE OFFERED MULTIPLE TIMES. SEE THE EVENT DIAGRAM FOR A VISUAL OF THE CLASS SCHEDULE.

ANYTHING YOU EVER WANTED TO KNOW: TECHNOLOGY EDITION
TECHNOLOGY
PANELISTS: ANDREW CHIARELLO, SENIOR NETWORK ENGINEER; AMY PEARLMAN – DIRECTOR OF CLIENT SERVICES AND IT PROCUREMENT; JULIANA PERRY, WEB SERVICES PROJECT MANAGER; JENNY SPOHRER, MANAGER OF EDUCATIONAL TECHNOLOGY SERVICES
DALTON 1 • 2–2:20, 3:40–4
Have questions about staying safe on the Internet? Want to know what computer, phone, or streaming device to buy? Don’t know what an IoT (internet of things) is or why you should care? Want to know about College resources for home computers? Don’t know how to do that thing in Office 365 or blogs? Come talk with LITS experts and ask these and other questions in an open Q&A forum. Come prepared with your questions.

INTRO TO AUDACITY FOR PODCASTING AND BEYOND
HOW TO / TECHNOLOGY
INSTRUCTOR: MELANIE BAHTI – EDUCATIONAL TECHNOLOGIST
DALTON 212E • 2–2:45, 3:15–3:35
Audacity is a versatile free audio editing software; it’s a great option for a wide range of audio projects including podcasts, musical recordings, and much more. This session will provide an introduction to the core elements of Audacity’s interface. We will brainstorm possible uses of Audacity in your professional or personal life and discuss some important principles to make sure your recordings are the best they can be. Who should attend? Anyone who’s ready to take the first step in learning to work with audio.

BUILD-A FORM
HOW TO / TECHNOLOGY
INSTRUCTOR: SARAH THEOBALD, ACADEMIC PROGRAM ADMINISTRATOR
DALTON 212E • 2–2:20, 2:50–3:10, 3:40–4
Do you find yourself constantly re-formatting information you collect from others? Need a simple way to organize requests or requisitions? Try building your own fillable form in Adobe Acrobat! This session will introduce you to the basics of fillable forms and show off some neat field options. No Acrobat experience necessary.

CALLING FOR CHANGE: CONTACTING YOUR MEMBER OF CONGRESS
ACTIVISM / PERSONAL DEVELOPMENT
INSTRUCTOR: OLIVIA CASTELLO, SOCIAL SCIENCES LIBRARIAN
DALTON 20 • 2–3:05
Our elected representatives in Washington DC, and in our state legislatures, want to know how we, their constituents, feel and what issues are important to us. Participants in this session will learn the most effective techniques for contacting their members of Congress and other elected officials.

COLLABORATION: WHY DO IT? HOW CAN YOU MAKE IT SUCCESSFUL?
HOW TO / PEOPLE SKILLS / PROCESS IMPROVEMENT
INSTRUCTOR: JULIE SHAON, DEVELOPMENT OFFICER
DALTON 212A • 2–2:20 – DALTON 1 • 3:15–3:35
“Collaboration” is a popular buzzword in both business and personal endeavors, but it’s a lot harder than it looks! Everybody approaches situations and goals differently, which can be a blessing and a curse. In this short presentation/discussion, we take a look at why collaboration is worthwhile, as well as walk through a process that can help ensure yours goes smoothly.
DESK YOGA
HOW TO / PERSONAL DEVELOPMENT
INSTRUCTOR: BILLIE JOE EMBER, GRANTS ASSOCIATE, DEPARTMENT COORDINATOR, ASSISTANT DIRECTOR OF THE RUSSIAN LANGUAGE INSTITUTE
A simple yoga routine that can be done right at your desk. No prior yoga experience is necessary. Wear comfortable clothing.

ENERGAGE 101: MAKING THE MOST OF THE PERFORMANCE COACHING PROCESS
HOW TO / PEOPLE SKILLS / PROCESS IMPROVEMENT
INSTRUCTOR: MARTY MASTASCUSA, DIRECTOR OF HUMAN RESOURCES
DALTON 1 - 2:25-3:05
This session will explain the basic principles of the Energage Catalytic Coaching process and how coaching and its focus on future employee development differs from traditional performance appraisals. The role and responsibilities of the supervisor, the employee and Human Resources in the Energage process will be discussed, with a focus on the best practices for establishing and receiving feedback on performance goals that will enable personal development.

FACEBOOK MANAGEMENT 101
HOW TO / TECHNOLOGY / PROCESS IMPROVEMENT
INSTRUCTORS: DIANA CAMPEGGIO, SOCIAL MEDIA & COMMUNITY MANAGER
DALTON 6 - 2:20-2:50, 2:50-3:10, 3:40-4
Resources, time, scheduling, and content all play an important role in starting a Facebook page. This session will offer tips on setting up and maintaining your FB page, editing posts, and using FB's scheduler and insights.

GERRYMANDERING TEACH-IN: HOW TO MAKE YOUR VOTE COUNT IN PENNSYLVANIA
ACTIVISM / HOW TO / PERSONAL DEVELOPMENT
INSTRUCTORS: OLIVIA CASTELLO – SOCIAL SCIENCES LIBRARIAN
DALTON 20 - 2:20
Pennsylvania’s process for drawing congressional district boundaries has led to severe gerrymandering that has undermined our democratic process. This session will give a brief introduction to gerrymandering in PA and attendees will learn how they can join the growing movement for redistricting reform.

INDEX MATCH: THE EXCEL FUNCTION YOU’VE ALWAYS NEEDED!
HOW TO / TECHNOLOGY
INSTRUCTOR: LINDSEY DEVER, ASSISTANT DIRECTOR OF INSTITUTIONAL RESEARCH
Have you ever wanted to merge data in Excel with ease? Or have you tried to return something in one cell based on the content of another cell? This session will introduce attendees to the amazingly useful INDEX MATCH function in Excel and provide examples of key ways to use this powerful tool in every day work (from simple merging to report/dashboard possibilities). Attendees should have at least a basic understanding of Excel for this session and can anticipate walking away from this session with a time-saving way of working with data in Excel.

LIBRARY LIFE HACKS: 8 FREE THINGS AT THE LIBRARIES YOU’LL WISH YOU’D KNOWN ABOUT SOONER
HOW TO / PROCESS IMPROVEMENT
INSTRUCTOR: ARLEEN ZIMMERLE, HUMANITIES AND MEDIA LIBRARIAN
DALTON 10 - 2:50-3:10
In this session, we’ll explore 8 free resources and services available at Bryn Mawr’s libraries, from genealogy research with Ancestry.com to digital subscriptions to the New York Times to streaming video for fun films. You will leave this session with an appreciation of how the College’s libraries can benefit both your personal and professional lives in meaningful ways. Who should attend? All staff.

MACROS FOR MICROSOFT OFFICE
HOW TO / TECHNOLOGY
INSTRUCTOR: MARIA WIEMKEN, ASSOCIATE TREASURER
Do you find yourself spending time reformatting the same old reports the same old way every day, every week, every month, and sometimes missing a step because you are rushed or bored senseless with repeating the same task for the millionth time? Macros can help! In this session, you’ll learn how to use a macro to automate reformatting an Excel query from Financial Edge. Whether in Excel, Word, or PowerPoint, there is almost certainly a rote task you perform that is ready for a macro.

A MINI-INTRODUCTION TO MINDFULNESS
PEOPLE SKILLS / PERSONAL DEVELOPMENT
INSTRUCTOR: MICHELLE MANCINI, ASSOCIATE DEAN, UNDERGRADUATE COLLEGE
DALTON 10 - 2:25-2:45, 3:15-3:35
Mindfulness—the simple (but not easy) act of attending to present-moment experience without judgment—is all over the media. It’s used in the military, the corporate world, in pre-school classrooms. It can improve immune system functioning, improve focus, help people navigate the many challenges of modern life. Come learn a little more about mindfulness AND practice a few simple meditation techniques together. All are welcome!
OFFICE ERGONOMICS: HOW TO COMPUTE COMFORTABLY
HOW TO / PERSONAL DEVELOPMENT
INSTRUCTOR: DON ABRAMOWITZ, ENVIRONMENTAL HEALTH AND SAFETY OFFICER
DALTON 2 • 2-2:20, 2:25-2:45, 3:15-3:35
“Whether you use a desktop or a laptop, learn to fit your computer to you instead of the other way around, so you can work without pain, strain, and suffering. In a mere 20 minutes, we’ll go over the basics of how to adjust your chair, set up your keyboard and screen, and solve some of the aches and pains that go with prolonged computing. Through live demonstrations, we’ll look at the perils of prolonged sitting, awkward postures, repetitive motion and tiny fonts, and see how to cure what ails you. We’ll look at adjustments you can do immediately, answer important questions, like, “what are those little tabs on the bottom of my keyboard supposed to do?” and see some accessories that can make a big difference. All this, and time for questions too.”

INTRO TO PASSWORD MANAGERS
HOW TO / PROCESS IMPROVEMENT / TECHNOLOGY
INSTRUCTOR: AMY PEARLMAN, DIRECTOR OF CLIENT SERVICES AND IT PROCUREMENT
DALTON 6 • 2:25-2:45, 3:15-3:35
With all of the online accounts you use, you likely have more passwords than you can remember. Finding a way to store and access your passwords that is both secure and convenient can be a head scratcher, but password managers might be able to help. This session will cover password do’s and don’ts and help you to learn what password management solutions are out and why you might want to use them.

PRESENTING YOURSELF AND YOUR IDEAS: WHAT MATTERS AND DOESN’T MATTER IN SPEAKING AND PRESENTATIONS
PEOPLE SKILLS / PERSONAL DEVELOPMENT
INSTRUCTOR: MATT RUBEN, BRYN MAWR COLLEGE PUBLIC SPEAKING INITIATIVE COORDINATOR, LECTURER IN ENGLISH AND THE EMILY BALCH SEMINARS
DALTON 119 • 2:25-3:05
There’s no shortage of guides when it comes to public speaking - in fact, there are so many Dos and Don’ts it can be overwhelming. In this 40-minute interactive session, Public Speaking Coordinator Matt Ruben will help you cut through the lists of Dos and Don’ts so you can focus on what’s most important, and not get sidetracked or psyched out by what’s not. This session will include a mix of instruction, dialogue, and a brief, fun interactive exercise.

PUBLIC SPEAKING AND SELF-PROMOTION FOR INTROVERTS
PEOPLE SKILLS / PERSONAL DEVELOPMENT
INSTRUCTOR: JENNIFER SPORHER, MANAGER OF EDUCATIONAL TECHNOLOGY SERVICES
DALTON 119 • 3:15-3:55
Public speaking, self-promotion, and networking do not come naturally to many of us, but they are good skills to have when you need to get your ideas noticed, get grant funding, or market yourself for jobs. In this workshop, you will learn and practice some strategies for becoming more comfortable with being “out there” from a closet introvert.

TEMPTING SURVEYS: TIPS & TRICKS
HOW TO / TECHNOLOGY
INSTRUCTOR: JANCY MUNGUIA, RESEARCH ASSISTANT
DALTON 10 • 2-2:20, 3:40-4
Whenever we assess a project, we often find ourselves tempted to go straight for the survey route. Easy-to-use survey tools give us the confidence to create surveys, but unfortunately we tend to overestimate our ability to create a good survey. In this session we will go over strategies to ensure you create the best possible survey with strong and dependable data.

THE RISE OF VIRAL FAKE NEWS (AND WHAT YOU CAN DO TO FIGHT IT)
ACTIVISM / PERSONAL DEVELOPMENT
INSTRUCTOR: ALEX PFUNDT, RESEARCH AND INSTRUCTION LIBRARIAN, COORDINATOR OF INFORMATION LITERACY
DALTON 20 • 3:15-3:55
In the weeks leading up to the presidential election, you’ll likely remember encountering stories about the Pope endorsing Donald Trump or Hillary Clinton selling weapons to ISIS. Fake news stories like these are not new, but in the post-print social media age, the potential for misleading information to go viral is. In this workshop, you will learn about the social and economic factors that gave rise to the recent outbreak of viral fake news stories, and come away with strategies to better spot fake news and shield yourself from it.

UNDER THE HOOD: HOW CARS WORK AND HOW TO KEEP THEM WORKING (2-PART SERIES)
HOW TO / PERSONAL DEVELOPMENT / TECHNOLOGY
INSTRUCTOR: ANDREW LACEY, SENIOR SYSTEMS ADMINISTRATOR
DALTON 212A • SESSION 1 – 2:25-3:05, SESSION 2 – 3:15 -3:55
Do you drive a car, but you don’t know much about how it works? Has your dealership told you that only they can understand how modern cars operate? In this class, we’ll take a deep dive into some parts of a vehicle and demystify what makes it work. No prior experience with auto repair is necessary. The first 40-minute session will cover mechanical basics that have been similar since the early days of motor vehicles. The second session will cover modern systems, explaining how computers and electronics have changed the automotive world. We will cover a lot of material, but I hope to present it in a non-intimidating way that anyone can understand!
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- **Facebook Management 101**
- **Deaf vs. PechaKucha**
- **Project Management for Everyday Life**
- **Staff Association**
- **My Statistical Crockpot**
- **A New Way to Communicate with Others**

- **PechaKucha Presentations**
- **Room 30**
THANK YOU!

STAFF DEVELOPMENT DAY
STEERING COMMITTEE

HELEN CHANG
MELISSA CRESSWELL
SARA MARCO FOREST
JESSICA HOLLINGER
MARIA WIEMKEN