



STAFF DEVELOPMENT DAY!

WEDNESDAY, MARCH 14 • 12-3 • DALTON

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LITS LIBRARY & INFORMATION
TECHNOLOGY SERVICES

THE
**STAFF
ASSOCIATION**
OF BRYN MAWR COLLEGE

OVERVIEW

All Courses Take Place in Dalton. See page # for description.

Course	Room	Time	Pg
CLASSES			
Anything You Ever Wanted to Know: Technology Edition	1	1-1:20	1
	25	2:40-3	
“Basic” and “Living” Wills: Why Do We Need Them?	2	1:25-2:05 / 2:15-2:55	1
College Budget Basics	25	1:25-1:45 / 2:15-2:35	2
Couponing Lite	20	1-1:20	2
	212E	1:50-2:10	
Discovering Your Talents, Developing Your Strengths	119	2:15-2:55	2
Email Overload!: Taming Your Inbox	2	1-1:20	3
	212E	2:15-2:35	
Examining One’s Values in a Career Exploration Context: Value Card Sort Activity	212E	1-1:20 / 1:25-1:45	3
How to Have a Successful Web Meeting in Skype for Business	6	1:25-1:45 / 2:15-2:35	3
Introduction to Creating Dynamic Dashboard Reports in Excel	20	1:25-2:05	3
Event Diagram			4-5
Knitting Pattern Reading	212A	1-1:20	6
	212E	2:40-3	
Library Life Hacks: 8 Free Things at the Libraries You’ll Wish You’d Known About Sooner	119	1-1:20	6
Office Ergonomics: How to Compute Comfortably	1	1:25-2:05	6
Planning for Retirement	25	1-1:20 / 1:50-2:10	7
Picture Perfect-Ish: Become a Digital Photo Editing Expert in under an Hour	20	2:15-2:55	7
Presenting Yourself and Your Ideas: What Matters and Doesn’t Matter in Speaking and Presentation	119	1:25-2:05	7
Social Security, Retirement, and You	10	1:25-2:05 / 2:15-2:55	8
Strengthening Work Relationships	1	2:15-2:55	8
The Other 95%: Communicating about Your Project	6	1-1:20 / 1:50-2:10	8
Tour of the Current Art Exhibitions	Canaday		
	Rare Book Room	2:15-2:35 / 2:40-3	9
Turning Powerpoints into Narrated Videos	10	1-1:20	
	6	2:40-3	9
Under the Hood: How Cars Work and How to Keep Them Working (2-part series)	212A	1:25-2:05 / 2:15-2:55	9

LUNCH AND POSTER SESSIONS DALTON 300 • 12-1 PM

WHILE LUNCH IS SERVED, ATTENDEES WILL HAVE THE OPPORTUNITY TO ENGAGE WITH PRESENTERS AS THEY SHARE EXPERTISE AND EXPERIENCES TO ENCOURAGE LEARNING, KNOWLEDGE SHARING, COLLABORATION, AND AWARENESS OF ACTIVITIES, INITIATIVES, AND OTHER HAPPENINGS AROUND THE COLLEGE.

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
BETH SELTZER, EDUCATIONAL TECHNOLOGY SPECIALIST

DALTON 1 • 1-1:20, DALTON 25 • 2:40-3

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.

“BASIC” AND “LIVING” WILLS: WHY DO WE NEED THEM?

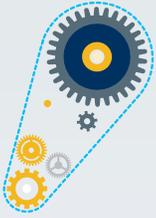
PERSONAL DEVELOPMENT

INSTRUCTOR: SAMUEL MAGDOVITZ, COLLEGE COUNSEL

DALTON 2 • 1:25-2:05, 2:15-2:55

This 40-minute session will describe the “nuts and bolts” of a basic will and explain why it is a good idea for each of us to have one. We will also discuss the reasons behind and some of the implications of having (or not) a living will.





COLLEGE BUDGET BASICS

PERSONAL DEVELOPMENT / PROCESS IMPROVEMENT

INSTRUCTOR: TIJANA STEFANOVIC, ASSOCIATE TREASURER FOR FINANCIAL PLANNING AND BUDGETS

DALTON 25 • 1:25–1:45, 2:15–2:35

We will discuss the College’s budget in broad terms and at a very high level in various campus forums, but if you are curious to learn more, this session is for you. We will examine the key elements of the budget, how it is constructed every year, its value in measuring the College’s financial health, the role it plays in the College’s long-term planning, and how and why individual departmental budgets are essential.

COUPONING LITE

PERSONAL DEVELOPMENT

INSTRUCTOR: SABREE BARNES, FACULTY AFFAIRS ASSOCIATE

DALTON 20 • 1–1:20, DALTON 212E • 1:50–2:10

While extreme couponing will save you the most money, most of us don’t have the time or space to implement those strategies. This class will discuss ways to maximize your savings with minimum couponing effort. Highlights will include the truth about generics (hint: free is better than lower-cost), how you can get your supermarket to give YOU money, and how to get extreme couponers to work for you for FREE and thank you for it.

DISCOVERING YOUR TALENTS, DEVELOPING YOUR STRENGTHS

PERSONAL DEVELOPMENT

INSTRUCTOR: PATTY GREENFIELD, ASSOCIATE DIRECTOR, CAREER COUNSELING

DALTON 119 • 2:15–2:55

StrengthsQuest is an online tool grounded in Positive Psychology that provides you with the opportunity to develop strengths by building on what you do best—the way you most naturally think, feel, and behave as a unique individual. Workshop participants will learn about:

- Behavior patterns that make you effective
- Thought patterns that make you efficient
- Beliefs that empower you to succeed
- Attitudes that sustain your efforts toward achievement and excellence
- Motivations that propel you to take action and maintain the energy needed to achieve

Participants are asked to register and complete the 30-minute StrengthsQuest assessment by the end of the day Monday, March 12.

EMAIL OVERLOAD!: TAMING YOUR INBOX

HOW TO / PROCESS IMPROVEMENT / TECHNOLOGY

INSTRUCTOR: MEGAN CLARK, HELP DESK COORDINATOR & TECHNICIAN

DALTON 2 • 1–1:20, DALTON 212E • 2:15–2:35

Do you have hundreds of unread emails? Have you heard of “Inbox Zero” but find it too daunting? Come learn about organization techniques and features in Outlook that can help you go from “overwhelmed by email” to “email overachiever.”

EXAMINING ONE’S VALUES IN A CAREER EXPLORATION CONTEXT: VALUE CARD SORT ACTIVITY

PERSONAL DEVELOPMENT

INSTRUCTOR: DAYNA LEVY, DIRECTOR OF CAREER AND PROFESSIONAL DEVELOPMENT

DALTON 212E, 1–1:20, 1:25–1:45

In your working life, do you prefer...Fast-Pace or Relaxed Pace? Predictability or Adventure? Do you seek Competitiveness or Collaboration? Values inform almost every choice we make, yet we don’t always articulate what they are. Having an awareness of our values can help us to evaluate current or future opportunities for “best fit” with what’s important to us. Through a fast-paced card sort exercise, find out how your unique values play a role in your current situation as well as your future plans. Every participant will receive a Values Card deck to keep!

HOW TO HAVE A SUCCESSFUL WEB MEETING IN SKYPE FOR BUSINESS

HOW TO / TECHNOLOGY

INSTRUCTOR: AMY PEARLMAN, DIRECTOR OF CLIENT SERVICES AND IT PROCUREMENT

DALTON 6 • 1:25–1:45, 2:15–2:35

Virtual meetings can be awkward if you aren’t used to them. The visual cues speakers use to judge the engagement or understanding of listeners may be missing or come after a time lag. Listeners trained to “raise a hand” or wait for pauses of a certain length may find it hard to join in an online conversation. This session explores tools and techniques that hosts and participants can use to communicate and collaborate successfully in virtual meetings.

INTRODUCTION TO CREATING DYNAMIC DASHBOARD REPORTS IN EXCEL

HOW TO / PROCESS IMPROVEMENT / TECHNOLOGY

INSTRUCTOR: LINDSEY DEVER, ASSISTANT DIRECTOR OF INSTITUTIONAL RESEARCH

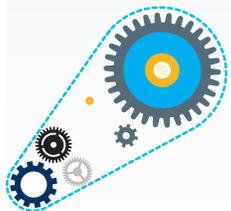
DALTON 20 • 1:25–2:05

This session will introduce attendees to the wonders of creating dynamic dashboard reports in Excel to summarize data. Participants will discover the advantages to creating reports in Excel (as opposed to Word), learn the basics of report creation including time-saving tips and tricks, and think through possible uses of their newly learned skills.



EVENT DIAGRAM

Room	12:00 - 1:00 (60)						
Dalton 300	Lunch/Poster Session						
		1:00-1:20 (20)	1:25 - 2:05 (40)	1:50 - 2:10 (20)		2:15 - 2:35 (20)	2:40 - 3:00 (20)
Dalton 1		Anything You've Ever Wanted to Know: Technology Edition	Office Ergonomics: How to Compute Comfortably			Strengthening Work Relationships	
Dalton 10		Turning PowerPoints into Narrated Videos	Social Security, Retirement, and You			Social Security, Retirement, and You	
Dalton 119		Library Life Hacks	Presenting Yourself and Your Ideas: What Matters and Doesn't matter in Speaking and Presentations			Discovering your Talents, Developing your Strengths	
Dalton 2		Email Overload: Taming Your Inbox	"Basic" and "Living" Wills: Why Do We Need Them?			"Basic" and "Living" Wills: Why Do We Need Them?	
Dalton 20		Couponing Lite	Introduction to Creating Dynamic Dashboard Reports in Excel			Picture Perfect-ish: Become a Digital Photo Expert in Under an Hour	
Dalton 212A		Knitting Pattern Reading	Under the Hood: How Cars Work and How to Keep Them Working: Part 1			Under the Hood: How Cars Work and How to Keep Them Working: Part 2	
		1:00-1:20 (20)	1:25 - 1:45 (20)	1:50 - 2:10 (20)		2:15 - 2:35 (20)	2:40 - 3:00 (20)
Dalton 212E		Examining One's Values in a Career Exploration Context	Examining One's Values in a Career Exploration Context	Couponing Lite		Email Overload: Taming Your Inbox	Knitting Pattern Reading
Dalton 25		Planning for Retirement	College Budget Basics	Planning for Retirement		College Budget Basics	Anything You've Ever Wanted to Know: Technology Edition
Dalton 6		The Other 95%: Communicating About Your Project	How to Have a Successful Web Meeting in Skype for Business	The Other 95%: Communicating About Your Project		How to Have a Successful Web Meeting in Skype for Business	Turning PowerPoints into Narrated Videos
Canaday Library Rare Book Room (1st Floor)						Tour of the Current Art Exhibitions	Tour of the Current Art Exhibitions



KNITTING PATTERN READING

HOW TO / PERSONAL DEVELOPMENT

INSTRUCTOR: SARAH THEOBALD, ACADEMIC PROGRAM ADMINISTRATOR

DALTON 212A • 1-1:20, DALTON 212E • 2:40-3

Ach! Knitting patterns are the language of knitting, and like learning any new language, it can be befuddling at first. However, fear not; attending this class will help you take steps towards knitting pattern fluency and bring your crafting to the next level of fiber artisanship. You will learn how to interpret written directions and simple charts! Feel free to bring a project if you would like. You'll want to know the basics of knitting already—this class will cover reading and interpreting patterns, rather than physical stitch-making.

LIBRARY LIFE HACKS: 8 FREE THINGS AT THE LIBRARIES YOU'LL WISH YOU'D KNOWN ABOUT SOONER

HOW TO / PERSONAL DEVELOPMENT / PROCESS IMPROVEMENT

INSTRUCTOR: ARLEEN ZIMMERLE, HUMANITIES AND MEDIA LIBRARIAN

DALTON 119 • 1-1:20

In this session, we'll explore eight free resources and services available at Bryn Mawr's libraries, from genealogy research with Ancestry.com to language learning with Mango 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.

OFFICE ERGONOMICS: HOW TO COMPUTE COMFORTABLY

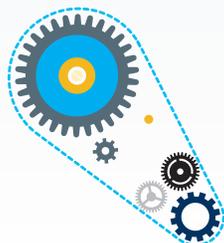
HOW TO / PERSONAL DEVELOPMENT

INSTRUCTOR: DON ABRAMOWITZ, ENVIRONMENTAL HEALTH AND SAFETY OFFICER

DALTON 1 • 1:25-2:05

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 40 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.



PLANNING FOR RETIREMENT

PERSONAL DEVELOPMENT

INSTRUCTOR: KARI FAZIO, CHIEF FINANCIAL OFFICER & CHIEF ADMINISTRATIVE OFFICER

DALTON 25 • 1-1:20, 1:50-2:10

Do you want to better understand some of the terminology around investments and other key concepts that can help maximize the odds that you will have a comfortable retirement? This session will provide a brief introduction of some personal finance topics that might be useful as you plan for your future.

PICTURE PERFECT-ISH: BECOME A DIGITAL PHOTO EDITING EXPERT IN UNDER AN HOUR

HOW TO / TECHNOLOGY

INSTRUCTORS: ANDREA KALDROVICS, WEB DESIGNER AND DEVELOPER AND CHRISTIAN ZAVISCA, DIGITAL MEDIA EDITOR

DALTON 20 • 2:15-2:55

OK, maybe you won't transform into a 100 percent true expert at the end of this session. But we'll provide some super-helpful digital photo management tips that will save you time and headaches. We'll show you how to crop and properly size photos; we'll discuss file formats, optimization for the web, and which photo editing tools might best fit your needs. We'll also throw in some tips on how to take high-quality photos in the context of the available light, camera, and subject.

And we'll provide specific pointers geared toward those Drupal users who want to learn more about using photos on brynmawr.edu.

PRESENTING YOURSELF AND YOUR IDEAS: WHAT MATTERS AND DOESN'T MATTER IN SPEAKING AND PRESENTATIONS

PEOPLE SKILLS / PERSONAL DEVELOPMENT

INSTRUCTOR: MATT RUBEN, LECTURER IN ENGLISH AND THE EMILY BALCH SEMINARS

DALTON 119 • 1:25-2:05

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, Lecturer in English and the Emily Balch Seminars 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.



SOCIAL SECURITY, RETIREMENT, AND YOU

PERSONAL DEVELOPMENT

INSTRUCTOR: RICHARD GAUDIOSI, PUBLIC AFFAIRS ASSOCIATE, SOCIAL SECURITY ADMINISTRATION

DALTON 10 • 1:25–2:05, 2:15–2:55

Are you planning to receive your Social Security retirement benefits? Do you have questions about eligibility, when to collect, & the application process? If so, this session is for you! Come get answers to all your questions. A Social Security Administration representative will cover these topics: Your full retirement age; how your benefit is figured; creating your online account; when to take benefits; rules for collecting benefits while working; family benefits; enrolling in Medicare.

STRENGTHENING WORK RELATIONSHIPS

HOW TO / PEOPLE SKILLS

INSTRUCTOR: ELIZABETH STONE, MS, LPC, STONE PSYCH SOLUTIONS

DALTON 1 • 2:15–2:55

Some people love working in teams. Some people prefer to work alone. Either way, it's important to work well with your colleagues. This brief seminar walks participants through a team building exercise. Participants will have a chance to:

- Identify how they contribute to team goals
- Appreciate the skills each member brings to the team
- Share personal needs from a team environment

THE OTHER 95%: COMMUNICATING ABOUT YOUR PROJECT

HOW TO / PEOPLE SKILLS / PROCESS IMPROVEMENT

INSTRUCTOR: MELISSA CRESSWELL, MS, PMP, DIRECTOR OF PLANNING AND COMMUNICATION

DALTON 6 • 1-1:20, 1:50–2:10

Too busy getting project work done to prioritize thorough and well-planned communication? Looking for easy ways to manage changes to your services? Struggling to improve communication within your project team? Then this session is for you. Join us for tips and tricks to ease the burden of communication planning, plus tried-and-true methods for keeping project communications sane.



TOUR OF THE CURRENT ART EXHIBITIONS

PERSONAL DEVELOPMENT

INSTRUCTOR: CARRIE ROBBINS, CURATOR/ACADEMIC LIAISON FOR ART & ARTIFACTS

RARE BOOK ROOM (1ST FLOOR OF CANADAY) • 2:15–2:35, 2:40–3

Did you know we have a dynamic program of exhibitions at the College? Take this chance to go see the current one, *Nature so-called...*, with its curator. *Nature so-called* is an exhibition of contemporary landscape photographs that show us the inextricable role that humans play in understanding what constitutes “nature.” No art-viewing experience required.

TURNING POWERPOINTS INTO NARRATED VIDEOS

HOW TO / TECHNOLOGY

INSTRUCTOR: MELANIE BAHTI, EDUCATIONAL TECHNOLOGIST

DALTON 10 • 1-1:20, DALTON 6 • 2:40–3

Do you offer in-person informational or instructional sessions for students, staff, faculty, or alums and wish you could make them available online for viewing anytime? Come to this session for an overview of what a narrated PowerPoint is and how to turn a new or existing PowerPoint presentation into a narrated video. Who should attend? Staff who want to learn how to create digital, stand-alone versions of their how-to and informational sessions.

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 • 1:25–2:05, 2:15–2:55

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!

Please note that the content in the second session builds on the first, so attendance at both sessions is recommended.



THANK YOU!
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