

UIC WOMEN'S LEADERSHIP SYMPOSIUM

MONDAY, MARCH 27

9:00 am to 3:30 pm

Illinois Room, Chicago Circle Center
750 South Halsted

FEATURING KEYNOTE ADDRESS BY

DR. ANN SMITH

Associate Chancellor for Community Relations

**"RISK, SERENDIPITY AND THE FEMININE ADVANTAGE:
FOLLOWING OUR WAY INTO LEADERSHIP"**

BREAKOUT SESSIONS 10:45-11:45 am AND 1:00-2:00 pm

Writing Your Way to Success

Promotion and Tenure (pm only)

Networking Skills

Creating the Job You Want (pm only)

Moving into Administration

Staying Healthy in a High Stress Job

Decision Making Skills for Women (2 session workshop)

The Fun Guide to Conflict Resolution

Job Opportunities for Support and Non Academic Staff

Options in Education: An Advanced Degree in Business

Gender Differences in Communication (am only)

Career Path Planning: From Faculty to Administrator (am only)

LUNCH PROVIDED

PRE-REGISTRATION REQUIRED BY MARCH 22, 1995

REGISTER BY PHONE 413-1025, FAX 413-8393, OR E-MAIL U44809

Endorsed by the Office of the Chancellor

and Co-sponsored by Office of Women's Affairs, Minority Women's Concerns Subcommittee of the Chancellor's Committee on the Status of Women, Office of Human Resources Development and Office of the Provost and Vice Chancellor for Academic Affairs.

BREAKOUT SESSION DESCRIPTION

BREAKOUT SESSIONS ARE OFFERED IN THE MORNING AND AFTERNOON UNLESS OTHERWISE SPECIFIED

CAREER PATH PLANNING: FROM FACULTY TO ADMINISTRATOR (AM ONLY)

LOCATION: 332 CCC

PRESENTER: JAN ENGLE, PharmD., ACTING ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

This session will focus on the career transition from faculty to administration. Participants will learn strategic planning techniques integral for managing new or existing academic units.

TAKING RESPONSIBILITY FOR CREATING THE JOB YOU WANT (PM ONLY)

LOCATION: 509 CCC

PRESENTER: CELINA SIMA, Ph.D., ASSOCIATE DIRECTOR, OFFICE OF RESOURCE ADMINISTRATION, ACADEMIC AFFAIRS

Using her familiarity with the planning literature, the presenter will share a framework to help participants to identify their "ideal job," and a process for regular update and analysis of professional goals. The discussion is intended to assist participants in:

- identifying and maintaining focus regarding professional goals
- avoiding "opportunities" that really sidetrack professional objectives
- and making daily decisions that build skills and move participants toward their goals.

DECISION MAKING SKILLS FOR WOMEN (2 SESSION WORKSHOP)

LOCATION: 502 CCC

PRESENTER: MYRNA C. ADAMS, Ph.D., ASSOCIATE CHANCELLOR AND DIRECTOR, AFFIRMATIVE ACTION PROGRAMS

We live in a society where individuals are faced with increasingly plentiful and ever changing options relating to their personal, educational, and vocational lives. In this workshop we will a) sharpen decision-making skills, and b) develop greater confidence in applying them.

"A person's ability to choose as well as her right to choose is the essence of freedom. How well she learns the skills involved in the process of choosing will determine her power of self-determination her freedom of choice."

THE FUN GUIDE TO CONFLICT RESOLUTION

LOCATION: 504 CCC

PRESENTER: GAIL STERN, SENIOR PROJECT COORDINATOR, UIC CAMPUS ADVOCACY NETWORK AND VICTIMS OF VIOLENT CRIME OFFICE

The word conflict often conjures up images of war-torn countries, social unrest, and traumatic incidents we sometimes feel unprepared to handle. It doesn't always have to be that way. Conflict can be a productive, cathartic tool to repair work environments, as well as social situations. And you don't need to be a U.N. negotiator to make it work. This workshop will teach participants how to make the most of a conflict through use of specific strategies and tactics. Participants will be able to define the major issues and points of disagreement, and bring divergent points of view into focus, and to resolution.

NETWORKING

LOCATION: 506 CCC-AFTERNOON

PRESENTER: GWENDOYN OSBORNE, ARTS AND CULTURE EDITOR, PUBLIC AFFAIRS

This seminar will explore the importance of developing good networking skills and how to expand upon the "informal networks: to which we belong to enhance our careers. Two books will be recommended, Terri Williams' "The Personal Touch" and George Fraser's "Success Runs in Our Race."

OPTIONS IN EDUCATION: AN ADVANCED DEGREE IN BUSINESS

LOCATION: 333 CCC

PRESENTER: ANN ROSI, ACADEMIC ADVISOR, DOCTORAL STUDIES PROGRAM, BUSINESS ADMINISTRATION

This session will focus on the exciting educational opportunities in Business Administration. Participants will receive a description of the options available to them in Business administration and will receive information about how to get started in the advanced degree program.

PROMOTION AND TENURE (PM ONLY)

LOCATION: 613 CCC

CO-PRESENTERS: KATHY KNAFL, Ph.D., ASSOCIATE VICE CHANCELLOR FOR ACADEMIC AFFAIRS & VICTORIA CHOU, Ph.D., ASSOCIATE DEAN FOR ACADEMIC PROGRAMS AND STUDENT AFFAIRS

The purpose of this session is to provide an overview of the promotion and tenure process at UIC from the departmental to campus levels of review. The focus will be on addressing participants' questions and concerns as well as providing insights into how to document individual productivity and communicate the significance of one's accomplishments to others.

STAYING HEALTHY IN A HIGH STRESS JOB

LOCATION: 331 CCC

PRESENTER: KAREN L. MADDI, Ph.D., STAFF PSYCHOLOGIST, COUNSELING CENTER

This talk examines the potentially debilitating effects of job stress. A comprehensive approach to successful coping is presented with an emphasis on how to have a busy life and still remain motivated, healthy, and vital.

WRITING YOUR WAY TO SUCCESS

LOCATION: 335 CCC

PRESENTER: BROOKE BERGAN, Ph.D., ASSOCIATE DIRECTOR OF PUBLICATION SERVICES

This session will cover basic principles of business and professional writing, including when to write and when not to, how to write efficiently and effectively, and how to improve your writing style.

GENDER DIFFERENCES IN COMMUNICATION (AM ONLY)

LOCATION: 507 CCC

PRESENTER: GERMY PIORKOWSKI, Ph.D., DIRECTOR, COUNSELING CENTER

This workshop will address gender differences in communication that have an impact on leadership and employee relations in the worksetting. Tannen's work, case examples, and role-playing will be used to clarify gender-based interactional styles and to discuss alternatives.

JOB OPPORTUNITIES FOR SUPPORT AND ACADEMIC PROFESSIONAL STAFF

LOCATION: 509 CCC-MORNING 505 CCC-AFTERNOON

CO-PRESENTERS: MIRTA MENDEZ, ASSOCIATE DIRECTOR OF EMPLOYMENT & SHELLY BOOKER, PERSONNEL OFFICER OF THE DEPARTMENT OF HUMAN RESOURCES

This workshop will provide information on Job Opportunities for both Non-Academic/Academic positions covering the following topics:

- Where to obtain Listings of current vacancies
- How to apply
- Provide resources for positions both on and off campus

MOVING INTO ADMINISTRATION

LOCATION: 334 CCC

PRESENTER: CONNIE MCKINLEY, MS., ASSOCIATE DIRECTOR, UNIVERSITY OF ILLINOIS ALUMNI ASSOCIATION

A stimulating session for new and soon-to-be supervisors. Learn tips that will strengthen relationships, improve staff morale, and build confidence.

NETWORKING

LOCATION: 506 CCC-MORNING

PRESENTER: DEBORAH WIECHERS, MM, MA., INTERIM ASSOCIATE DEAN FOR RESEARCH AND EXTERNAL AFFAIRS

For women seeking to advance their careers or change professions or fields, the advantages that a network can offer are invaluable. From support to recommendations that help land the right job, a network can be one of your best career tools. Even at the top, "who you know" still counts.

We will discuss the two types of networks that many women find useful, different ways to build these professional relationships, the importance of maintaining and growing them, and when to call on the people in your network. The session will be interactive, so plan to share your ideas and experiences.