

ASU CSW/USC Professional Development Conference
Wednesday, October 21, 2009
Conference Schedule

DOWNTOWN CAMPUS

Location: UCENT Building – Information Commons Classroom

8:30 AM	Conference Check-In
9:00 AM-10:00 AM	Before You Press Send: Effective E-mail Communication in the Workplace
10:15 AM-11:15 AM	Sustainability: Going Green in the Office
11:30 AM-12:30 PM	Legal Review: Legal Issues in the Workplace
12:45 PM-1:45 PM	OHR Presents: Workplace Excellence
2:00 PM-3:00PM	Stress Management: Breathe – The Mindful Experience

WEST CAMPUS

Location: LaSala Ballroom A

8:30 AM	Conference Check-In
8:40AM - 9:00AM	Welcome & Coffee Reception with Dean Elizabeth Langland
9:00 AM-10:00 AM	OHR Presents: Workplace Excellence
10:15 AM-11:15 AM	Before You Press Send: Effective E-mail Communication in the Workplace
11:30 AM-12:30 PM	Counseling & Consultation Presents: Manage Your Stress and Be Your Best
12:45 PM-1:45 PM	Workplace Communication: Strategies for Effective Verbal Communication in the Workplace
2:00 PM-3:00 PM	Sustainability: Going Green in the Office

TEMPE CAMPUS

Locations: MU Alumni Lounge 202, MU Gold 207, MU Coconino 246

8:30AM	Conference Check-In
9:00AM-10:00 AM	Legal Review: Legal Issues in the Workplace
9:00AM-10:00 AM	Counseling & Consultation Presents: Manage Your Stress and Be Your Best
10:15 AM-11:15AM	Sustainability: Going Green in the Office
10:15 AM-11:15AM	Before You Press Send: Effective E-mail Communication in the Workplace
10:15 AM-11:15 AM	Family Resources: Eldercare & Long Term Care Planning -- What You Need to Know
11:30 AM-12:30 PM	Leadership Development for Non-Managers
11:30 AM-12:30 PM	Work/Life Balance: Recession-Proofing Your Personal Relationships
11:30 AM-12:30 PM	OHR Presents: Generational Diversity in the Workplace
12:45 PM-1:45 PM	Faculty Women’s Association presents: Negotiations: Women Don’t Ask, But They Should
12:45 PM-1:45 PM	Employee Assistance Office Presents: Work/Life Balance
2:00 PM-3:00 PM	OHR Presents: Workplace Excellence
2:00 PM-3:00 PM	Financial Planning: Common Sense Approach to Surviving & Flourishing in the New Normal Economy
2:00 PM-3:00 PM	Sustainability: Locavore & Benefits of the Plant-Based Diet

POLYTECHNIC CAMPUS

Location: Union Cooley Ballroom A -- Note: Conference offerings will take place on Oct 21st and Oct 22nd

October 21st Offerings

10:00 AM	Conference Check-In
10:15 AM-11:15 AM	Financial Survival: Strategies for Surviving the Recession
11:30 AM-12:30 PM	Lessons in Goal Setting: What Do You Really, Really Want?
12:45 PM-1:45 PM	Sustainability: Growing a Successful Gardening

October 22nd Offering

Noon-1:00PM	Stress Management: Breathe – The Mindful Experience
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