



▶ **MORNING WORKSHOP SESSIONS**3

Stop Procrastinating Now



▶ **AFTERNOON WORKSHOP SESSIONS**4



Windows Vista



Inspiring Magical Outcomes

Orlando, October 7-10, 2007

SIGUCCS

Fall Conference

PRE-CONFERENCE WORKSHOPS WILL BE HELD ON SUNDAY, OCTOBER 7, 2007.

Helping you achieve your goals...

Hello from the Midwest! It is the mission of SIGUCCS to foster professional development for those in higher education IT services. At each of the yearly conferences, opportunities are provided that help fulfill this mission. I would like to take a moment to personally invite you to attend one of the Pre-Conference Workshops that are scheduled for the Fall SIGUCCS conference in Orlando, Florida. We have some interesting sessions on a variety of topics. So often, when I register for conferences, I don't take time in advance to research the pre-conference workshop content and I just select one or two at the time of registration that "sound good." This year I wanted to provide you an opportunity to have some information about the workshops and speakers in advance so that you can decide which sessions are most beneficial.

- Kerul Kassel is a professional organizer who has written books and articles on organization, including how to avoid procrastination. As I was considering topics for the workshops, I looked around at the piles of articles and paperwork on my desk and at other IT staff who had similar piles in their offices. It seems we always think we know how to stay organized, but we never do it consistently. Kerul can give us some skills to combat these challenging behaviors.
- Roger Ashton from the University of California, Davis and Karen Miller from the University of Indiana are both experienced in selling IT services to the campus and communicating services effectively. Whether you are from a large or small institution, communication to your constituency is extremely important. IT people don't always do it very well. Roger and Karen can give us two perspectives and many ideas on how to succeed at communicating and marketing to the campus.
- Laurie Sutch led a very well received workshop on leadership at last year's conference. She's back this year with a different look at the subject. From her military background to her current work at the University of Michigan Libraries, she has the experience and skills to develop or fine-tune our leadership abilities.
- The first of two technical sessions is being led by Terry Wolff, who is going to teach you about podcasting and how to use this technology at your campus. Terry will be using Macs for this session, but that shouldn't scare away the Windows users, who we know are actually creative people as well.
- Colin Harris comes to us from the Mileposts Foundation, a non-profit organization that helps juveniles in the court system. He is a certified trainer on the personality tool Real Colors, which is the focus of his workshop. The Real



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Colors® Personality Instrument is a simple, easy-to-administer system for identifying the four temperaments (Blue, Gold, Green, or Orange). It provides users with an effective tool for understanding human behavior, for uncovering motivators specific to each temperament and for improving communication skills. The reason that I thought this would make a good workshop is that I had my team attend a session and it has actually made a difference in the way we communicate with each other and with others in our department.

- Jeni McIntosh-Elkins from Valparaiso University and Karen McRitchie (yes, me) from Grinnell College, have similar ideas and programs for training.

I have attended many training sessions for myself, faculty/staff, and students and although usually well organized with nice PowerPoint slides, they often fail to engage the participants. Jeni and I have had great success training adults from 18 to 60 and will pass along ideas and skills for creating training sessions that really grab your trainees. So come and play Training Jeopardy and build a training session that will be participant-centered while showing a return on the training “investment.”

- Greg Hanek, from the University of Indiana, is a project management guru and the guy with the longest title I have ever seen: *Faculty Liaison/Materials Production Coordinator UITS IT Training & Education*. He will be facilitating a project management workshop that uses the software tool Microsoft Project while conveying the theory and practice of managing projects of all shapes and sizes. So that both major personal computer platforms are fairly represented in our technical workshops (and because Microsoft Project doesn't exist for the Mac), Windows PCs will be used for this workshop
- When I surveyed the SIGUCCS membership to find out what your needs are for professional development, the most popular topic was Windows Vista. Since supporting Vista is in everyone's list of things to do, I thought that there was not a better way to learn some things about Vista than from a Microsoft guy. Blain Barton, who calls himself the Senior IT Pro Evangelist -Microsoft TechNet, will be here to present Vista and Office 2007 to us skeptics, and answer questions to assist us in the “thinking about going to Vista” process.

Our goal this year is for the professional development workshops to give you new skills or ignite old ones. Often we don't take the time to re-energize, and the SIGUCCS conference gives us the opportunity. By participating in a workshop, you will have a great learning experience away from the disruptions of your office, along with a chance to share ideas with your colleagues. Even though the topic may be familiar, sometimes we all need a boost to get us thinking creatively again.

If you have questions about any of the workshops, please email me [mcritchi@grinnell.edu]. Have a great summer and see you in Orlando!

Karen McRitchie
Tutorial Chair
SIGUCCS



For more workshop
information email:
mcritchi@grinnell.edu



[http://www.siguccs.org/
Conference/Fall2007/
pre-conference.php](http://www.siguccs.org/Conference/Fall2007/pre-conference.php)

Morning

Workshops

Time, Paper, and Resource Management for Busy IT Professionals

—Kerul Kassel, M.A.S.E.

Personal/Business Coach, Certified by the International Coach Federation

[8:30am-12:00pm]

A recognized expert in personal management and productivity, Kerul is an internationally recognized professional coach, author, speaker, and tele-class leader. She's certified through the International Coach Federation, the International Association of Coaches and other coaching organizations. Her clients are business owners, professionals, and executives, and she has worked with corporate organizations such as NASA, Sony, Hilton, and Volvo. Her expertise has been utilized and mentioned in many periodicals, and she was recently quoted in TIME magazine as a procrastination "nichepert".

How many of us feel overloaded with paper, files, reading materials, emails, and project materials, and straining under an increasing workload? Want to know how to be more productive yet less stressed? This three-hour workshop will cover how to get and stay organized at work, handle the mountains of email in your inbox, systems for increasing control of your workload and reducing stress, and getting things done on time without tearing your hair out. We will cover:

- How clutter affects us
- Why we accumulate.
- How to motivate yourself to deal with the chaos, when you have so much other stuff to do
- Easy and quick methods for controlling paper, files, project and reading materials, emails
- Tools for simplifying, prioritizing, setting and achieving goals
- Working far-off long-term goals into your daily work today – quickly and painlessly
- How you might not really be a procrastinator after all!
- Productive vs. Destructive Procrastination and overcoming the destructive.

Communicating (Marketing) IT Services To Your Campus

—Roger Ashton, Karen Miller

[8:30am-12:00pm]

One of the challenges facing IT departments, whether large or small, is to market their services to the campus community. As critical as IT is to business process, academics and administrators, often little effort is put into the IT communications to the campus. You may want to "sell" a service to students or communicate a change to the email system; and it is important to take the time to communicate effectively. Effective marketing and communication, includes change management techniques as well. Whether you are designing a colorful brochure or composing an email message, join us for a session that will give you ideas and skills to successfully market IT to the campus community.

When It's Time To Step Up- Getting Your Leadership Skills Ready!

—Laurie Sutch

[8:30am-12:00pm]

Regardless of your position, there are times when you need to take - or are put into - leadership roles. Not all leaders are managers, and not all managers are leaders. What kind of leader are you? What kind of leader would you like to be? In this interactive session, we'll discuss a strategy for leadership that you can employ in any setting.

Participants will do both group and individual work to identify what skills they possess and ones they would like to improve. We will discuss why some leadership skills are more difficult to develop in certain environments and what might be done to overcome environmental barriers. We will put those skills to work in small groups exploring how leadership skills can be used in various situations.

Introduction to Podcasting

—Terris Wolff

[8:30am-12:00pm]

Podcasting has become a popular tool for communicating and sharing information. During this workshop, participants will have the opportunity to create several podcasts - audio, enhanced and video. After creating some content, participants will learn how to make the RSS feed (XML file) so that users can connect to, download, and listen to their podcast. The RSS feed not only will give users a link to the media file, but also to a web site that may include a blog or other entry. In addition to learning technical skills, there will be discussion which will focus on the issues of file hosting/storage, file size, bandwidth needs for downloads, and similar infrastructure issues. There will be a brief overview of public podcast hosting sites for those who wish to try podcasting but may not have access to server space. This is an interactive session for those new to podcasting or for those who may want some hands-on experience using podcasting tools.



SIGUCCS
Fall Conference

Afternoon

Workshops

What Color Is Your Personality And What Does This Mean in the Workplace?

—Colin Harris

ACF Mileposts Foundation

[1:00pm-4:30pm]

There are many forms of personality/communication style tests that are out there in the world, often using lots of code letters. Are you an ABC? Or an XYZ? It is often complicated and tedious to get the data and apply it to real life. Real Colors® Personality Instrument is a simple, intuitive system for identifying the four temperaments (Blue, Gold, Green or Orange) common to all people. It provides users with an effective tool for understanding human behavior, for uncovering motivators specific to each temperament and for improving communication skills.

Once the team knows their "color", interesting things take place...you may realize that that administrative assistant isn't always bugging you to make your life miserable, but because he/she is a "gold"; they have to have details and order to function successfully. As a manager, I may be a "green," which is more of an analytical type, but I know that my "blue" team member needs some extra care and warm fuzzies for successful interactions. Real Colors® is a fun way to learn how to better "connect" in the workplace with supervisors, colleagues and team members and a great tool for everyone who has to work with people.

"I'll Take Creative Training for \$600, Please."—Jeni McIntosh Elkins, Karen McRitchie

[1:00pm-4:30pm]

Have you ever attended a workshop, seminar or training, seemed to learn while you were in the room, and couldn't remember much about the session a month or two later? Have you ever come across your training workbook while cleaning out your desk and realized that you hadn't thought about that subject for months? Often this is because the training, although informational, is not engaging for the

participants. Step outside your comfort zone and join us in creative training:

- Learn to create experiential sessions based on participant's learning styles
- Create evaluations that are meaningful
- Develop needs assessments based on participants' needs
- Find out how that adding fun can still be professional
- Build a trainer's toolkit to take home
- Documentation doesn't need to be boring
- Be a facilitator, not a lecturer
- Training on Demand—needs of faculty and staff who don't attend formal training.

Project Management & Microsoft Project Basics

—Greg Hanek

[12:30pm-4:30pm]**

We are all confronted with multiple deadlines, projects and tasks, often overwhelming to try to schedule into the workday. Join us for a workshop that will introduce you to the basics of project management so that you can monitor tasks and resources for multiple projects. You will learn about timelines, project phases, delegating resources, setting deadlines, milestones and ways to monitor the status of your projects so that things don't fall behind. We will be using Microsoft Project as our workshop tool, which is one of the more popular software programs for project management. This will give you a chance to evaluate the usefulness and relevance of this tool for your own needs and give you ideas for what to look for in other project management software programs.

Microsoft Vista/Office2007

—Blain Barton,
Senior IT Pro Evangelist -
Microsoft TechNet

[1:00pm-4:30pm]

Do you know the old cliché "hear it from the

horse's mouth"? Well, we are going to do just that for Microsoft VISTA and Office 2007. Blain Barton, who has worked for Microsoft for 12 years, will guide us through those murky waters of Windows Vista and Office 2007 deployment with demos and discussion. This session will include:

Windows Vista Deployment - Windows Business Desktop Deployment and System Image Manager. Look at the overall process of deployment for Windows Vista using the new WIM file formats.

Office 2007 Deployment - Look at the Office 2007 Customization Tool and other utilities that can streamline your Office 2007 desktop deployment.

Blain has organized and delivered a wide array of educational programs. He's given over 400 live events and received six top presenter awards in the last several years. Blain has also worked on Worldwide OEM System Engineering, headed up the Visual Basic support team and created the MSSTART program, which introduces college, university and technical students to emerging Microsoft technologies.

****Please note, Project Management will begin 30 min early.**