



PACRAO Professional Development Committee Presents

Two workshops for university professionals

Thursday, August 6, 2009

9–1 pm

Renton Technical College

Blencoe Auditorium

<http://www.rtc.edu/ContactUs/BuildingGuide/>

**“Let's Get Organized: Helping You Get a Grip on Chaos”
with Janet Ward, from Seattle Pacific University**

Are you constantly juggling and feeling further behind? Do you need help getting organized? We're here to help. This session will offer tips on becoming better organized while becoming more effective, with tips for you and your staff.

**“Recognizing and Rewarding Staff When the Budget is Cut”
with Joyce Allen, from Seattle University and Kris Plaehn, from Pacific Lutheran University**

Do you need some ideas for thanking your staff for their good work without a budget? Then you have come to the right place! Hear from one presenter who is a pro at recognition without \$\$ and a new registrar with new ideas.

These are very timely presentations as many of us have made budget and staffing cuts.

Schedule:

9 to 9:30 Check in and Welcome

9:30–11:00

“Let's Get Organized”

11:00–11:30 Refreshment break

11:30–1:00

“Recognizing and Rewarding Staff”

Feel free to join with others for lunch together

For RSVP and/or additional information contact
Ruth Adams, VP for Professional Development

radams@spu.edu

**FREE
Professional
Development
Opportunity!**