

**ASU CSW/SC 2012 Professional Development Conference**  
**Thursday, October 4, 2012**  
**Conference Schedule\***

**DOWNTOWN CAMPUS**

**Location: TBA**

8:00AM-8:30AM	Conference Check-In
8:30AM-9:30AM	Sustainability: Going Green in the Office
9:45AM-10:45AM	Career Development: Updating One's Resume
11:00AM-Noon	Leadership Development: Understanding the Transition to Becoming a Leader
Noon-1:00PM	Reception & Special Key Note Address
1:15PM-2:15PM	Financial Education: Personal Financial Strategy: Adapting to the New Economy
2:30PM-3:30PM	Employee Assistance Presents: Wellness in the Workplace

**WEST CAMPUS**

**Location: LaSala Ballroom A**

8:00 AM-8:30AM	Conference Check-In
8:30AM-9:30AM	Leadership Development: Understanding the Transition to Becoming a Leader
9:45AM-10:45AM	Financial Planning: Advanced Financial Strategies
11:00AM-Noon	Re-Energize in the Workplace
Noon-1:00PM	Reception & Special Key Note Address
1:15PM-2:15PM	Healthy Cooking on a Busy Schedule
2:30PM-3:30PM	Project Management & Managing Multiple Projects

**POLYTECHNIC CAMPUS**

**Location: Union Cooley Ballrooms A & B**

8:15 AM-8:30AM	Conference Check-In
8:30AM-9:30AM	Project Management & Managing Multiple Projects
9:45AM-10:45AM	Financial Education: Personal Financial Strategy: Adapting to the New Economy
11:00AM-Noon	Business Writing: Make it Crystal Clear: Strategies for Clarity in Business Communication
Noon-1:00PM	Reception & Special Key Note Address

**TEMPE CAMPUS**

**Locations: Memorial Union Alumni, Gold, Turquoise, Cochise, Mohave, LaPaz, Gila, Graham**

8:00AM-8:30AM	Conference Check-In (MU Alumni & MU Gold)
8:30AM-9:30AM	Putting Your Best Foot Forward: Strategies for Professionalism in the Workplace
8:30AM-9:30AM	Legal Review: Legal Issues at Work
8:30AM-9:30AM	Harassment & Workplace Bullying
8:30AM-9:30AM	Career Development: Updating Your Resume
8:30AM-9:30AM	Events Planning 101 at ASU
8:30AM-9:30AM	Power of Positivity
8:30AM-9:30AM	Working With & Supporting Your Student Worker
9:45AM-10:45AM	Email Professionalism: Improve How You Look on Outlook
9:45AM-10:45AM	Career Development: Networking at ASU & Beyond
9:45AM-10:45AM	Crucial Conversations (Note: 2 Hour Session --Hour 1 of 2)
9:45AM-10:45AM	Assertiveness Training
9:45AM-10:45AM	Sustainability: Going Green in the Office
9:45AM-10:45AM	Parenting: Understanding & Communicating with Your Teenager
9:45AM-10:45AM	De-Stress at Your Desk: Practicing Mindfulness at Work
11:00AM-Noon	Career Development: Sensational Skill Secrets: Tips on Identifying & Marketing Transferable Skills in a Challenging Economy
11:00AM-Noon	Project Management & Managing Multiple Projects
11:00AM-Noon	Crucial Conversations (Note: 2 Hour Session --Hour 2 of 2)
11:00AM-Noon	Supervisory Training: Managing for Diversity & Inclusion
11:00AM-Noon	Advanced Events Planning at ASU
11:00AM-Noon	Personal Financial Strategy: Adapting to the New Economy
11:00AM-Noon	Parenting: Juggling Parenthood & Work – Finding the Right Balance
Noon-1:00PM	Brown Bag Networking Reception & Resource Fair (MU Turquoise)
1:15PM-2:15PM	Leadership Development: Understanding the Transition to Becoming a Leader
1:15PM-2:15PM	Faculty Women's Association Presents: Leadership Development: Leading Up & The Power of Upward Influence
1:15PM-2:15PM	Emotional Intelligence: The Heart of Leadership (Note: 2 Hour Session – Hour 1 of 2)
1:15PM-2:15PM	Office of Equity & Inclusion Presents: Diversity & Inclusion in the Workplace
1:15PM-2:15PM	Financial Education: Advanced Financial Strategies
1:15PM-2:15PM	Family: Caregiving & Stress
1:15PM-2:15PM	10,000 Solutions: A Project of the New American University
2:30PM-3:30PM	Supervisory Training: Leadership Presence & Networking
2:30PM-3:30PM	Career Development: Successfully Negotiating Opportunities
2:30PM-3:30PM	Emotional Intelligence: The Heart of Leadership (Note: 2 Hour Session – Hour 2 of 2)
2:30PM-3:30PM	Nutrition: Medicinal Properties of Food
2:30PM-3:30PM	Financial Education: Strategies for Successful Retirement
2:30PM-3:30PM	Campus Environment Team Presents: Special Topic TBA