

Clemson University Presents...

**A Conference on Joint Leadership for Key 4 and Other Leaders:
How to Positively Help Yourself and Others Adapt to a
Changing Work Environment with Increasing Demands—
5 Power Skills for Healthy Adaptation**

Monday, March 19, 2007

- 12:00-1:00 pm **On Site Registration**
Sign in and pick up your course material at the
Hilton Garden Inn, Pensacola, Florida
- 1:00 pm **Welcome and Opening Remarks**
Laurie Haughey
- 1:05 pm **Introduction and Conference Overview**
- 1:15 pm **Power Skill #1: Power Up Your Stress Response—
Thrive Not Just Survive
Part I**
- A changing environment is a breeding ground for stress. Facing uncertainty, having unrealistic demands placed on you and your co-workers, a workplace filled with rumor and miscommunication combine together to create a very stress-filled work environment. Too much stress can lead to you becoming ill, cause you to act out negative emotions and/or exhibit poor performance in your work. During this portion of your training, you will learn how you can thrive despite your work environment and the variety of skills you can employ to lead others during tumultuous times of flux. Jacqueline will discuss various tactics for transforming your work environment to a “change hardy” workforce through covering the following segments:
- How to recognize the different ways you cope with unrelenting stressors.
 - The seven “R’s” for managing your stress.
 - Strategies which allow you to bring balance to your work environment.
- 3:00 pm **Refreshment Break**
- 3:30 pm **Power Skill #1: Power Up Your Stress Response—
Thrive Not Just Survive
Part II**
- 5:00 pm **Day I Wrap Up**
- 5:30-7:00 pm **Networking Reception Hosted by Clemson University**

Dinner on your own

Tuesday, March 20, 2007

7:30 am **Breakfast Refreshments**

8:00 am **Welcome Back**
Laurie Haughey

8:05 am **Review of Agenda**

8:10 am **Power Skill #2: How to Develop Influential Communication
Part I**

Your current workload and new work assignments added to old, existing ones make you feel that you must ‘wear many hats’ to get through each day. You are constantly required to communicate clearly and effectively, to be understood the first time so you prevent any miscommunication which leads to rework. Relationships between management and employees are strained with the expectation for you to do more with less. It’s time to “tune up” your communication. During this portion of your training, you will take some time to assess and beef up your communication style. You will learn communication strategies which will allow you to modify your style to be sure you are understood and “heard”. After you complete your *Communication Styles Survey*, June and Jacqueline will spend some time on feedback and insight. This segment of your training includes:

- A comprehensive review of your communication style and what happens to your style in stressful conditions or during times of conflict.
- How your style impacts others, and what helps or hinders you in getting your point across.
- Creating a plan of action to make your style work for you!

10:10 am **Refreshment Break**

10:30 am **Power Skill #2: Construct Influential Communication
Part II**

12:00 noon **Luncheon Sponsored by Clemson University**

1:15 pm **Power Skill #3: Building Morale and Motivation in a Demanding
Environment
Part I**

Wearing so many hats as you do can be de-motivating. At times you feel as if you have too little time to do a good job anywhere! You and your colleagues' morale suffer when expectations are great and demands are many. During your afternoon of training, June will spend significant time exploring the many ways in which you can revitalize your work environment. You will learn key tools, tips and strategies for motivating yourself and others. She will lead a review of practices that are self-inspiring—benchmarking the best practices of those who remain hopeful, motivated and productive. In this program, you will:

- Assess the current morale in your primary work environment.
- Understand how to use four different motivators to increase productivity, effectiveness and job satisfaction in you and others.
- Learn how to match rewards and recognition to individual motivators.

3:00 pm

Refreshment Break

3:15 pm

**Power Skill #3: Building Morale and Motivation in a Demanding Environment
Part II**

4:00 pm

Day II Wrap Up

Dinner on your own

Wednesday, March 21, 2007

7:30 am

Breakfast Refreshments

8:00 am

Welcome Back

8:05 am

Review of Agenda

8:10 am

**Power Skill #4: Proactively Plan and Strategize—
How to Craft Your Personal and Professional Future
Part I**

“If you don’t know where you are going, any road will do.” Times of great change provide you with the opportunity to take charge of your future—like a rudder steers the ship, tried-and-true planning tools will energize, empower, motivate and “de-stress” you. During this portion of your training, you will learn how to completely avail yourself of the opportunity change provides to create your future—to take action. You will learn the skills which will allow you to:

- Utilize the basic planning tools to craft your future.
- Develop a realistic action plan.

- Build in the measures and milestones which mark your progress, allow for meaningful celebrations toward your ultimate goals and ensure your long-term success.

10:10 am	Refreshment Break
10:30 am	Power Skill #4: Proactively Plan and Strategize—How to Craft Your Personal and Professional Future Part II
12:00 noon	Outdoor BBQ Sponsored by Clemson University
1:15 pm	Power Skill #4: Proactively Plan and Strategize—How to Craft Your Personal and Professional Future Part III Your session continues as you learn to how to design your personal strategic plan.
3:00 pm	Refreshment Break
3:15 pm	Power Skill #4: Proactively Plan and Strategize—How to Craft Your Personal and Professional Future Part IV Reporting your strategic plan.
4:00 pm	Day III Wrap Up <i>Laurie Haughey</i> Dinner on your own

Thursday, March 22, 2007

7:30 am	Breakfast Refreshments
8:00 am	Welcome Back <i>Laurie Haughey</i>
8:05 am	Review of Agenda <i>Laurie Haughey</i>
8:10 am	Power Skill V: Master Obstacles with Humor—Juggling Your Many “Hats” Part I

When an obstacle appears, your feelings of fear and doubt about your ability to overcome the adversity are natural responses. In environments filled with

stress and change, obstacles and the frustration they can produce, are a daily occurrence. Using juggling as a metaphor, learn how to tap the skills of your “internal juggler” to solve problems, make sound decisions, and yes, (dare we say it?) even make work FUN. You will enjoy this portion of training while you explore how to:

- Master obstacles individually, in pairs, and teams.
- Grow your “risk taking” ability.
- Change how you work through personal and professional challenges.

10:10 am

Refreshment Break

10:30 am

**Power Skill V: Master Obstacles with Humor—Juggling Your Many “Hats”
Part II**

11:00 am

Evaluation and Wrap Up
Laurie Haughey

11:15 noon

Closing Remarks and Adjournment
Laurie Haughey