

## **Professional Development for Staff Minutes**

The Professional Development Staff Taskforce met in the Blue Room of the Business Sciences Building at 2:30 PM on Monday, January 28, 2008 for a short meeting to finalize activities for Professional Development on February 12, 2008.

We have thirteen workshops which have been scheduled with three of them being conducted by presenters from off campus. Workshop hosts were needed and assigned for the following:

- Investing for Your Future at 9 AM in the Communication Technology building
- ID Theft – A New Approach at 10:30 AM in the Communication Technology building
- Optimizing Your Mailing Skills at 10:30 AM in the Business Sciences building

The final schedule was also reviewed with the announcement of the subjects for the afternoon session with Dr. Iwana Ridgill. After lunch she will be speaking on "Customer Service – Avoiding the Lucy Syndrome" from 1:00 until 2:15 PM and then following a break her topic from 2:30 until 3:45 PM will be "Take This Job and Love It".

The meeting adjourned at 2:57 PM. The next meeting date and time will be decided at a later date and sent to members by email.