



1984

Commission for Women - 1984 Proposal for Women in Leadership Seminar

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Jan. 30, 1984

To: Commission for Women

From: Linda Burton, Personnel Training and Development

Subject: Proposal for "Women in Leadership" Seminar

OVERVIEW

Since one of the major goals of the Commission for Women during this academic year is to sponsor a workshop for UTK women managers and for those women interested in becoming university administrators, at the request of the Commission I have outlined a proposal to develop such a seminar. Personnel Training and Development is willing to coordinate the seminar if the Commission approves and sponsors the workshop. Participants should leave the workshop with a greater knowledge of the skills they need in order to become effective administrators in higher education.

PLAN

SCOPE

The one-day workshop, scheduled for April 25, 1984, will be aimed at UTK women faculty members, exempt staff women and graduate women. Men, as well as women, will be invited to the seminar. Among the topics being considered for presentation are "Academic Governance," "Finance and Budgeting," "Leadership Styles," "Administrative Uses of the Computer," "Conflict Management," "Professional Development," "Creative Problem Solving," "Communication Skills for Managers," "Effective Time Management" and "Panel Discussion."

SCHEDULE

The schedule for programs will appear somewhat as follows:

8-8:30	Registration
8:30-9	General Session
9-10:30	First Concurrent Sessions
10:30-10:45	Break

10:45-12:15 Second Concurrent Sessions
12:15-1:30 Luncheon (speaker)
1:30-3:15 Third Concurrent Sessions
3:15-4:30 Panel Discussion

BUDGET

The charge for the seminar will be \$15 per person. This fee will cover materials, luncheon and any other expenses incurred. The fee may be paid by transfer voucher to Personnel Training and Development or by personal check made out to UT. Transfer vouchers and checks should reach Personnel Training and Development, 302 Alumni Hall, by April 18, 1984.

RESERVATIONS

The deadline for reservations and for payment will be April 18. Ruth Thomason in the Training Office (974-6657) will accept the reservations. Participants will be limited to 100.

YOUR SUGGESTIONS

The Training Office will welcome suggestions as to speakers, topics and any other information that Commission members can give us to make this an effective seminar. Please direct questions and suggestions to Linda Burton, 302B Alumni Hall, 974-6657.

After recommendations are made, the Training Office will proceed with finding speakers and making the necessary arrangements. Suggestions need to be turned in by March 1. While the Training Office will be glad to facilitate the workshop, we feel that we need the total support of the Commission to make this a worthwhile workshop for UT women.