

New Academic Leaders Series

Session 4

Thursday, October 1, 1:00 – 3:30 pm

The Inn at Virginia Tech and Skelton Conference Center

Drillfield Room

Agenda

- 12:45 – 1:00** **Check-In, break service available – Conference Center Upper Quad**
- 1:00 – 1:30** **Leader Reflection and Preparation Exercise; Group Check-in**
- 1:30 – 3:15** **Management Toolkit**
Topics, tools, and resources you'll find helpful for the "management" part of your role...
Effective Meetings, Goal Setting, Managing Expectations, Feedback, Evaluations, Delegation, Technology Tips and Tools
- 3:15 – 3:30** **Leader Reflection and Planning – Journaling Exercise**