

LEADERSHIP DEVELOPMENT CENTER

at the University of Virginia

Exceptional Assistant Network Conference Agenda

Conference Theme - Communications

8:30 a.m.	Registration/Continental Breakfast
9:00 a.m. – 9:30 a.m.	Opening Remarks Bryan Garey, Director of Employee Development, UVa
9:30 a.m. – 10:15 a.m.	Keynote Presentation Topic: Commission of the Future of the University James Hilton, Vice President and Chief Information Officer, UVa
10:15 a.m. – 10:30 a.m.	Break/Networking Break
10:30 a.m. – 11:15 a.m.	Breakout Sessions Powerful Conversation Mike McPherson, Associate VP and Deputy Chief Information Officer, UVa Emotional Intelligence Peggy Reitz, Program Coordinator/Training Specialist, UHR, UVa
11:15 a.m. – 12:00 p.m.	Effective Listening/Communication Challenges Robert Smith, Administrator, Dept. of Pediatrics, UVa
12:00 p.m. – 12:45 p.m.	Networking Lunch
12:45 p.m. – 1:00 p.m.	Susan Carkeek, Vice President & Chief Human Resources Officer
1:00 p.m. - 1:45 p.m.	Breakout Sessions Composing E-mail and Business Writing Part 1 Jon Bowen, Assistant to the President and Writer, UVa Justin Thompson, Assistant Provost for Academic Planning & Development, UVa Communications in Technology Virginia Evans, Assistant Vice President for ISDS, UVa
1:45 p.m. – 2:00 p.m.	Networking Break
2:00 p.m. – 2:45 p.m.	Communications Under Stress Dory Hulse, Director of Communications, Dean's Office, School of Nursing, UVa
2:45 p.m. – 3:00 p.m.	Door Prize
3:00 p.m. – 3:30 p.m.	Closing Remarks Leonard W. Sandridge, Jr., Executive Vice President and Chief Operating Officer, UVa
3:30 p.m. – 4:00 p.m.	Door Prizes/Action Plan
4:00 p.m.	Adjourn