

**Purdue Insights Forum: A Program for Personal and Professional Development**  
**Schedule of Meetings**  
**Academic Year: 2019-2020**

<b>Date, Time, and Location</b>	<b>Topic and Speakers</b>	<b>Activities After Session</b>
Monday, August 26 <sup>th</sup> 12-1:30 pm Hovde 119	Welcome and Orientation: <b>Peter Hollenbeck</b> <b>Lunch will be provided – Make sure to let Angie Schutz know if you have any dietary restrictions</b> <a href="mailto:arschutz@purdue.edu">arschutz@purdue.edu</a>	
Monday, September 16 <sup>th</sup> 1:30-3:30 pm Hovde 119	Leadership Styles, Concepts, and Competencies: <b>Steve Abel</b>	Take-Home Project 1
Monday, September 30 <sup>th</sup> 1:30-3:30 pm Hovde 119	What do Center Directors, Institute Directors, Heads, and Associate Deans do: Panel <b>Lucy Flesch, Richard Kuhn, and Janet Alsup</b>	DISC Assessment Take-Home Project 2
Monday, October 21 <sup>th</sup> 1:30-3:30 pm Hovde 119	Discuss DISC Assessment Results, Interface btw personal style, strengths, weaknesses, and roles for faculty admins: <b>Steve Abel</b>	Take-Home Project 3 Mentor Meeting #1
Monday, October 28 <sup>th</sup> 1:30-3:30 pm Hovde 119	Creating a vision and engaging others with the vision: <b>Marion Underwood</b> (1:30-2:30pm) Leadership: <b>President Mitch Daniels</b> (2:30 – 3:00pm)	Take-Home Project 4 Group Photo 3:15 pm w/ Provost
Monday, November 11 <sup>th</sup> 1:30-3:30 pm GRIS 102	<b>Purdue Insights and FLAIR</b> Negotiation, Engaging in difficult conversations: <b>Laurie Jaeger</b>	Take-Home Project 5
Monday, November 25 <sup>th</sup> 1:30-3:30 Hovde 119	Transparency and accountability, Best practices for building trust: <b>Rosie Clawson</b>	Take-Home Project 6
Monday, December 9 <sup>th</sup> 1:30-3:30 Hovde 119	Financial management: <b>Cherise Hall, Kristi Mickle, and Eva Nodine</b>	Take-Home Project 7

**Purdue Insights Forum: A Program for Personal and Professional Development**  
**Schedule of Meetings**  
**Academic Year: 2019-2020**

<b>Date, Time, and Location</b>	<b>Topic and Speakers</b>	<b>Activities After Session</b>
Monday, January 13 <sup>th</sup> 1:30-3:30 Hovde 119	Mentoring faculty and staff, Developing new leaders: <b>Jessica Huber</b>	Take-Home Project 8 Mentor Meeting #2
Monday, February 3 <sup>rd</sup> 1:30-3:30 pm Hovde 119	Integrating your leadership/interaction styles with others who have disparate styles, Identifying, understanding, and managing emotions: <b>Jenna Rickus</b>	Take-Home Project 9
Monday, February 10 <sup>th</sup> 1:30 – 3:30 pm Hovde 119	Diversity and Inclusion – Best Practices: <b>John Gates</b>	Take-Home Project 10
Monday, February 24 <sup>th</sup> 1:30-3:30 pm Hovde 119	Building consensus, Talking to a variety of constituents, Handling conflict with faculty, Handling disengaged faculty: <b>Linda Renzulli</b>	Take-Home Project 11
Monday, March 2 <sup>nd</sup> 1:30 – 3:30 pm Hovde 119	Mediation, Managing difficult situations: <b>Trent Klingerman</b> Mediating student issues: <b>Jeff Stefancic</b>	Begin Take-Home Project 12 <b>(Strengths and Interests in Higher Administration Inventory)</b> Take Home Project 13 Take Home Project 14
Monday, March 30 <sup>th</sup> 1:30-3:30 pm Hovd 119	Setting priorities, Time, schedule, and energy management, Delegation: <b>Bernie Engel</b> Resiliency and dealing with negative feedback, Work-life integration: <b>Peter Hollenbeck</b> Discuss time tracking results:	Take-Home Project 15
Monday, April 6 <sup>th</sup> 1:30-3:30 pm HOVD 119	Managing resources within and across units, Creative uses of resources and sharing of resources, Using non-financial resources (space, student support): <b>Sunil Prabhakar</b>	Take-Home Project 16 Mentor Meeting #4
Monday, April 13 <sup>th</sup> 1:30-3:30 pm HOVD 119	Managing communication during change, Dealing with rumors: <b>Gary Bertoline</b>	Take-Home Project 16

**Purdue Insights Forum: A Program for Personal and Professional Development**  
**Schedule of Meetings**  
**Academic Year: 2019-2020**

<b>Date, Time, and Location</b>	<b>Topic and Speakers</b>	<b>Activities After Session</b>
Monday, April 27 <sup>th</sup> 1:30-3:30 pm Hovde 119	Discussion of <b>Strengths and Interests in Higher Administration Inventory: Jay Akridge</b> Feedback and Debrief about Leadership Program	

**Purdue Insights Forum: A Program for Personal and Professional Development**  
**Schedule of Meetings**  
**Academic Year: 2019-2020**

**Take Home Projects**  
**All discussions online at Blackboard**

<b>Number</b>	<b>Timing</b>	<b>Description</b>
1	9/16-9/30	Develop a brief description of the leadership styles of your Head and Dean. Think about what style you have found helpful as an employee and what style of leader you might be.
2	9/30-10/21	Talk to four people who work with you collaboratively about your strengths and weaknesses as a leader or collaborator.
3	10/21-10/28	Write three goals for improving your leadership capability by addressing opportunities identified in your DISC assessment and conversations.
Mentor Mtg 1	10/21-11/11	Discuss your (and their) leadership styles, strengths, and weaknesses. Discuss the goals you wrote for improving your leadership.
4	10/28-11/11	Identify an area in your unit that you would like to improve or augment and develop a vision to do so. Include facts to establish the need for change. Describe how you would implement your vision. What issues might arise in implementation? How would you assess the impact of the change? We will discuss this online (BlackBoard) and you will also discuss this with your mentor in meeting 2.
5	11/11-11/25	Consider your strengths and weaknesses in dealing with conflict. What might you do to improve your success in these situations? We will discuss online (BlackBoard) and you will also discuss this with your mentor in meeting 2.
6	11/25-12/9	Consider how you could alter a process that you are responsible for in your unit, lab, or field to improve inclusivity and trust. Develop a plan for implementing that change. We will discuss your plan online (BlackBoard) and you will also discuss this with your mentor in meeting 2.
7	12/9-1/13	Meet with your Head or Dean to discuss financial management and resource allocation within your unit.
Mentor Mtg 2	1/6-2/3	Discuss your how you might improve your success in difficult situations and how they handle those situations. Discuss your vision for change within your unit and obtain feedback. Discuss strategies to improve inclusivity.
8	1/13-2/3	Speak to two leaders in your department or college (Associate Head, Head, Associate Dean, Dean) about how they identify and develop new leaders.
9	2/3-2/24	In two meetings within your department or college, note the different communication styles employed by participants within the meeting. Think about how they impact the outcome of the meeting and how emotions are managed within the meeting.

**Purdue Insights Forum: A Program for Personal and Professional Development**  
**Schedule of Meetings**  
**Academic Year: 2019-2020**

<b>Number</b>	<b>Timing</b>	<b>Description</b>
10	2/10-2/24	Speak to the Assistant or Associate Dean overseeing diversity within your college about mechanisms for fostering diversity and inclusion within the college. Note some of the best practices. We will discuss your observations online (BlackBoard).
11	2/24-3/2	Consider how you build consensus and handle conflict in your administrative role or your research program. What are some successful or unsuccessful strategies? We will discuss these strategies online (BlackBoard) and you will discuss these with your mentor in meeting 3.
12	3/2-4/27	Begin to complete the <b>Strengths and Interests in Higher Administration Inventory</b> : Formulate a list of your strengths and weaknesses as a leader (broadly from the program so far). With respect to the roles fulfilled by Center/Institute/Program Directors, Associate Heads, Heads, and Associate Deans, delineate your interests (or lack thereof) in administration in higher education and with what role(s) your interests and strengths most clearly align. We will discuss this online (BlackBoard) as you work on it. Final discussion will be held at the final meeting in April.
Mentor Mtg 3	2/24-3/9	Discuss best practices for diversity and inclusion, transparency and follow through, and building consensus and handling conflict.
13	3/2-3/30	Consider a difficult situation you have encountered recently at work. How well did the interaction go? Which of the strategies discussed by Trent Klingerman and Jeff Stefancic did you use and which would have improved the interaction had you used them?
14	3/2-3/30	Track your time for two weeks. Use categories to determine the time you spend on research, teaching, administration, family, sleep. Feel free to adjust the categories to fit your life. The idea is to get a picture of how you spend your time. Choose two areas where you would like to improve. Develop a brief report of your time tracking and areas for improvement to discuss on 3/30.
15	3/30-4/6	Choose two strategies to improve your time/energy management. We will discuss these online (BlackBoard) and you will discuss this with your mentor in meeting 4.
16	4/6-4/27	Consider how you might reallocate some form of non-financial resources within your unit or lab. How might you transparently communicate such a reorganization? What support might you need? What issues do you anticipate with such a change?
Mentor Mtg 4	4/22-4/27	Discuss your strategies to improve your time/energy management. Discuss your <b>Strengths and Interests in Higher Education Administration Inventory</b> .

# Purdue Insights Forum: A Program for Personal and Professional Development

## Schedule of Meetings

### Academic Year: 2019-2020

#### Meet the Session Leaders

- **Steve Abel**, Associate Provost of Engagement and Professor of Pharmacy Practice: [https://www.purdue.edu/provost/about/staff/Abel\\_Steve.html](https://www.purdue.edu/provost/about/staff/Abel_Steve.html)
- **Jay Akridge**, Provost and Executive Vice President for Academic Affairs and Diversity and Professor of Agricultural Economics: <https://www.purdue.edu/provost/about/meetTheProvost.html>
- **Janet Alsup**, Professor and Head of Curriculum and Instruction: <https://www.education.purdue.edu/faculty-profiles/name/janet-alsup/>
- **Gary Bertoline**, Dean of Purdue Polytechnic Institute and Distinguished Professor of Computer Graphics Technology: <https://polytechnic.purdue.edu/profile/bertolig>
- **Rosie Clawson**, Professor and former Head of Political Science: [https://www.cla.purdue.edu/polsci/directory/index.aspx?p=Rosalee\\_Clawson](https://www.cla.purdue.edu/polsci/directory/index.aspx?p=Rosalee_Clawson)
- **Mitch Daniels**, President of Purdue University: <https://www.purdue.edu/president/about/>
- **Bernie Engel**, Professor and Head of Agricultural & Biological Engineering: [https://engineering.purdue.edu/ABE/people/ptProfile?resource\\_id=1608](https://engineering.purdue.edu/ABE/people/ptProfile?resource_id=1608)
- **Lucy Flesch**, Senior Associate Dean Academic Affairs: <https://www.eaps.purdue.edu/people/faculty-pages/flesch.html>
- **John Gates**, Vice Provost for Diversity and Inclusion: <https://www.purdue.edu/provost/about/directory.html>
- **Cherise Hall**, Associate Provost for Finance and Administration: [https://www.purdue.edu/provost/about/staff/Hall\\_Cherise.html](https://www.purdue.edu/provost/about/staff/Hall_Cherise.html)
- **Peter Hollenbeck**, Vice Provost for Faculty Affairs and Professor of Biological Sciences: [https://www.purdue.edu/provost/about/staff/Hollenbeck\\_Peter.html](https://www.purdue.edu/provost/about/staff/Hollenbeck_Peter.html)
- **Jessica Huber**, Associate Dean for Research of the College of Health and Human Sciences: [https://www.purdue.edu/provost/about/staff/Huber\\_Jessica.html](https://www.purdue.edu/provost/about/staff/Huber_Jessica.html)
- **Laurie Jaeger**, Professor and Head of Basic Medical Sciences: <https://www.purdue.edu/vet/directory/person.php?id=157>
- **Trent Klingerman**, Assistant Legal Counsel and Chief Privacy Officer: <http://www.purdue.edu/legalcounsel/about/attorneys-staff.html>
- **Richard Kuhn**, The Trent and Judith Anderson Distinguished Professor in Science: <https://www.purdue.edu/discoverypark/about/contact/leadership.php>

**Purdue Insights Forum: A Program for Personal and Professional Development**  
**Schedule of Meetings**  
**Academic Year: 2019-2020**

- **Kristi Mickle**, Senior Director, Business Management Director of Financial Affairs
- **Eva Nodine**, Senior Director, Financial Planning & Analysis
- **Sunil Prabhakar**, Director, Integrative Data Science Initiative: <https://www.purdue.edu/discoverypark/about/contact/leadership.php>
- **Linda Renzulli**, Professor and Head of Sociology: <https://www.cl.purdue.edu/sociology/directory/?p=Linda%20Renzulli>
- **Jenna Rickus**, Associate Vice Provost for Teaching and Learning: <https://www.purdue.edu/provost/teachinglearning/>
- **Jeffrey Stefancic**, Associate Dean of Students:  
<https://www.purdue.edu/odos/about/contact-photo.html>
- **Marion Underwood**, Dean of College of Health and Human Sciences: <https://www.purdue.edu/hhs/about/meet-the-dean.php>