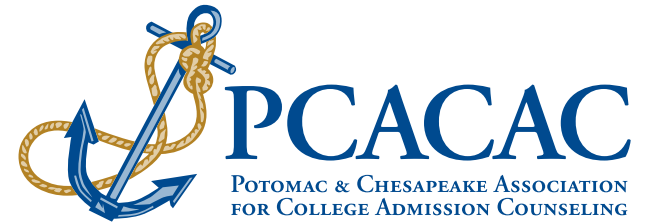


Leadership in the Office

PCACAC Leadership Education Series

Wednesday, April 15



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Leadership vs. Management

- Differences vs. Overlaps
- Vision/Philosophy vs. Day-to-day
- Strategic vs. Tactical

Becoming a Supervisor

- You're the Boss: Now What?
- Entering a New Office/School
- Supervising Former Co-workers
- Developing Your Skills and Brand

Working with Your Supervisor

- Report what you are doing
- Advocate for your office and your people
- Manage expectations
- Educate what we really do

How to Work With Your Supervisor

- Identify your supervisor(s)
- Understand level/demands on supervisor
- Establish proper communication
 - Methods (verbal, e-mail, phone, etc.)
 - Timelines (set reports, ongoing, etc.)
 - Formal vs. Informal

Other Stakeholders

- Determine the important groups/people
- Represent your office
- Explain what you do

Melissa's Experiences with Change

- New Staff
- New Immediate Supervisor
- New Leadership (at the top)
- New professional role(s)
- Changes in operations/processes
- Change to virtual environment
- Changes in landscape
- Catastrophic campus situations
- 9/11, DC Sniper, natural disasters, and now pandemics

Managing Under Change

- Change to virtual environment
- Change in leadership
- Change in office dynamics

The Three C's of Leading through Change

- Communication
- Collaboration
- Commitment

Opportunity to Lead in times of Change

- Inform yourself
- Problem solve
- Step up
- Don't fight it
- I can, not I can't

Advice for Leaders in Training

(BTW: this is all
of us!)

- Embrace the teachable moments
- Communicate
- Highlight rays of light
- Reframe from reaction mode to response mode (focusing on what we can control)
- Check in and listen

Questions & Answers

- *Use the "Q&A" menu item in Zoom to type a question*

Value of Professional Development for a Leader

- Building your knowledge base
- Building your network
- Building your resume
- How PCACAC and NACAC can do this

Thank You!

- Thank you for attending the PCACAC Leadership Education Webinar series!
- We hope to “see” you at the PCACAC Virtual Conference
 - Wednesday, May 6