

Sample Session Proposal

Use this document as an example when creating a Coordinator Forum session proposal.

Session Format

Workshop (round tables, 60 minutes)

Submission Title *(limited to 90 characters total, including spaces)*

Shifting the Focus: Coordinator- Centered Networks for Personal and Professional Growth

Session Plan - describe learning plan and activity timeline *(limited to 1,500 characters total, including spaces)*

Shifting the focus will combine traditional didactic learning with hands-on and interactive exercises to help participants create individualized developmental networks, facilitate new connections, and appreciate the importance of connections with people who help you get jobs done, advance your career, and encourage optimal career growth and work-life balance.

10m- Overview of session goals and objectives, define developmental networks, terminology and framework.

5m- Explanation of developmental network mapping, including presenter examples

10m- Participants create personal networks by mapping those individuals who assist in getting work done, advance their career, and provide personal support/encourage wellbeing.

10m- Participants discuss amongst themselves their personal networks, identify gaps, and create new connections

10m- Overview of networking tips and best practices

5m- Overview of next steps, including take home tools for analyzing your network's structure and quality, and identifying and filling gaps.

10m- Discussion and questions

Session Description - as you would like it to appear in conference materials. *(One paragraph; limited to 1,500 characters total, including spaces)*

The professional nature of the coordinator role has grown over the past decade. However, coordinators often focus on the career development of their residents and fellows without taking the time to focus on their own. In this workshop participants will learn to recognize support networks by shifting the focus from a traditional mentor/mentee relationship to a community of people that provides professional and personal support. Participants will learn practical ways to develop and strengthen their network, ultimately increasing their professional development and career opportunities.

Session Objectives *(limited to 1,000 characters total, including spaces)*

At the end of this session, learners will be able to:

1. Describe different models of mentoring.
2. Create a developmental network.
3. Analyze patterns and styles in your network and identify areas for improvement.
4. Identify tools and techniques to improve and expand your network.

Target Audience (Select all that apply)

• Experience Level

- Experienced Coordinator
- Beginner Coordinator
- All Coordinator X

• Coordinator Type

- Program Coordinators
- Institutional Coordinators
- All Coordinators X