



# WHY ARE WE HERE?

Many programs require Professional Development

If you are new you need to learn about the system in your new department











# BRAINSTORMING TIME

Please take five minutes and find people in a program similar to yours and brainstorm what might count as professional development.

# HOW TO FIND OPPORTUNITIES

University or College calendar

Community calendar

Professional Organization calendar (like TESOL, AAAL, NAFSA, AERA, etc.)

# BRAINSTORMING TIME

Please take a few minutes and find people in a program  
similar to yours - Brainstorming Time

# WHAT CAN THE DEPARTMENT DO?

Provide a list of possible opportunities

A specific list (events that are coming up, are local, are free)

A detailed calendar updated weekly with opportunities

A weekly email sent to all the staff that outlines opportunities

A generic list (just ideas of what will count, conference attendance, classes)

Provide links to calendars

Email links when they are found



# WHAT CAN YOU DO?

There might be someone to help:

- Professional Development Chair or Coordinator

- Director and other administration

- Faculty trainer

What you can do on your own:

- Find opportunities

- Share opportunities



