

AGENDA



HIGHER LEARNING COMMISSION

EFFECTIVE ADMINISTRATORS WORKSHOP | MARCH 5–6, 2019 | ALBUQUERQUE

Administration in higher education is increasingly complex, with administrators taking on both formal and informal roles to support their institution. Through this workshop, individuals will learn strategies to improve their efficiency and effectiveness. Attendees will receive guidance from experienced administrators on cultivating a collaborative, solutions-oriented culture while establishing a support network of peers at other institutions.

Tuesday, March 5

8:00–8:30 a.m.	Registration
8:30–8:45 a.m.	Welcome and Event Overview The HLC staff welcomes attendees to the workshop, presenting the structure and goals for the workshop.
8:45–9:00 a.m.	Introductions and Expectations
9:00–10:00 a.m.	Leadership Theory and Practice What is leadership? Workshop leaders examine leadership in the context of higher education and methods for enactment.
10:00 a.m.–12:00 p.m.	Responsibilities and Realities of Administrators in Higher Education Workshop leaders present the role of an administrator in today's higher education landscape.
12:00–1:30 p.m.	Lunch
1:30–4:30 p.m.	Strategies for Managing Change Participants engage in various activities and discussions to devise strategies for leading and managing change within their sphere of influence.

Wednesday, March 6

8:30–10:00 a.m.	Effective Planning and Decision Making Workshop leaders present good practices for administrators to effectively set directions, manage projects, advocate for resources, and make and communicate decisions.
8:30 a.m.–12:00 p.m.	Tactical Planning for Improvement and Innovation Participants discuss tactics for creating a culture of continuous quality improvement and effectiveness.