
**Call for Proposals:
Third Annual UW Staff Conference
April 2010**

The University of Waterloo recognizes the benefits of lifelong learning. To support this principle, the Office of Organizational and Human Development (OHD) is dedicated to support the professional and personal growth of the UW's students, staff, and faculty to reach their highest potential by creating innovative learning opportunities, developing collaborative partnerships, and engaging the campus community.

As part of that commitment, OHD provides development and training to the staff of the University of Waterloo through its E.D.G.E. program (Educate, Develop, Grow, and Experience). A cornerstone of OHD's staff training program is the annual UW Staff Conference, which strives to provide a wide range of training opportunities in both professional and interpersonal skills for the staff on campus. In achieving these goals, OHD is inviting proposals for the April 2010 UW Staff Conference for workshop sessions.

2010 Proposals

We invite proposals focused on our E.D.G.E. program that involve professional and/or personal development. The proposal should be for an educational session(s) running a maximum of 75 minutes in length, which incorporates time for questions. The session will include discussion, activities, and engagement on a specific topic. These may be single presenter sessions or team-led.

Examples of Previous Sessions:

1. Providing Excellent Service

This development-based session reviewed what staff think about customer service and how they provide great service, concluding a discussions of how we can respond to unhappy customers.

2. Succeed by Helping Students: Incorporating motivation and self management skills into learning skills instruction

This educational-based session explored practical ways to help to motivate students to follow through with changes in their learning strategies in both individual and group contexts.

3. Creating Work/Life Balance: Getting the Best Out Of Life

This growth-based session explored how to develop a rich and fulfilling work experience while balancing our external expectations, the use of our creative energies, life roles, boundaries, prioritizing and mindful living choices in order to create a healthy and enjoyable work life.

4. One World Music: Transforming Organizations One Beat at a Time

This experiential-based session fostered cultural change, promoting organizational development, and building a sense of community through interaction, energy, and music.

All proposals should include:

1. Your name(s), department(s), and contact information for the presenter(s). In each instance, the person who submits the proposal will be the key contact.
2. Session title.
3. Session description (not to exceed 200 words) outlining the objectives, material, and design for the session. The description should discuss the learning outcomes participants will gain by attending your session. For interactive sessions please also include a description of methods of presentation (e.g., group activity, discussion, level of interactivity, etc.). List any references you deem relevant (these may be in addition to the 200 word limit mentioned above). Your description will appear in the conference program and on the conference website.
4. All audio-visual requirements.

Submission of Proposals

- Please email your proposal as an attachment to Mark Lisetto-Smith (m25smith@uwaterloo.ca). All attachments should be .doc, .docx, or .rtf format.
- Name your file by your last name and the session title e.g., *Lisetto-Smith_Utilizing-Social-Networking-For-Work.doc*
- Give your email the subject heading: "Call for Proposals: 2010 UW Staff Conference".

The deadline for submissions of proposal abstracts is October 16th, 2009.

All proposals will be subject to a review process by the OHD office. You will receive reviewers' feedback by November 27th, 2009 and will be invited to consider this feedback before submitting the final version of your session description before February 12th, 2010. Amendments not received by this date will regrettably not be included in the 2010 conference. The final session information will be available on the website when registration launches on March 15th, 2010.

Please ensure to mark your submission "Call for Proposals: 2010 UW Staff Conference"

We look forward to receiving your submission!

Katrina Di Gravio, Organizational & Human Development (OHD)

Sue Grant, Organizational & Human Development (OHD)

Annette Denny, Organizational & Human Development (OHD)

Mark Lisetto-Smith, Organizational & Human Development (OHD)

Organizational & Human Development, HH161D
University of Waterloo, 200 University Avenue West
Waterloo, ON, N2L 3G1

phone: 519-888-4567 Ext. 38257

email: m25smith@uwaterloo.ca