

Super Saturday Application Form for STAFF

Yes, Saturdays can be **SUPER**, especially if you spend the time working on a project for your own professional development. The Teaching/Learning Institute has planned a “SUPER SATURDAY” for this year on **April 5 for faculty and the Office of Professional Development is now extending this opportunity to staff.**

The premise of the workshop is that you know what you need to strengthen your skills and develop talents in order to promote excellence in yourself and those with whom you work. and only need time and a little help to accomplish your project. Participants must submit a proposal of a project that can be completed during the one-day workshop. Most of the time will be spent on hands-on activities related to completing the proposed project. A \$150 stipend will be given to each staff participant.

The schedule of the day will be:

Professional Development Center

| | |
|------------------------|--|
| 8:30 a.m. - 9:00 a.m. | Continental Breakfast |
| 9:00 a.m. -12:00 p.m. | Individual instruction and/or work on projects |
| 12:00 p.m. - 1:00 p.m. | Lunch |
| 1:00 p.m. - 3:00 p.m. | Individual instruction and/or work on projects |
| 3:00 p.m. - 4:00 p.m. | Show and Tell |

All projects should be completed by 4:00 p.m.

A maximum of **10 staff participants** will be accepted. If more than 10 applications are received, preference will be given to those whose projects reflect the OPD mission, have not participated previously, and whose applications were received first.

On the next page, please complete the application and provide a description of your project proposal. Remember, you must be able to complete your project during that day, and it must reflect the mission of the Office of Professional Development.

Office of Professional Development Mission Statement:

The Office of Professional Development provides opportunities and experiences that allow all employees to strengthen skills, expand horizons, and develop talents in order to promote excellence in themselves and those with whom they work and/or teach. All efforts of the Office of Professional Development are ultimately designed to develop community within the institution to promote a positive work environment, recognize employee achievement, and support successful learning experiences for students.

Super Saturday Application (Staff)

| | |
|-----------------------------|--|
| Name: | |
| Extension: | |
| Department/Division: | |

Deadline for applications to the **April 5** workshop is **March 26**

Title of Project: _____

Description of project to include in your proposal: Your proposal should detail a project focused on enhancing personal and professional excellence through skill development, and/or expanding knowledge, while directly supporting departmental goals and tasks. Activities that aim to build stronger community and positive work environment are encouraged. Ultimately, this initiative is designed to contribute to both individual advancement and the effective achievement of departmental goals.

| |
|--|
| |
|--|

Applications are to be submitted electronically.

Please fill the application, attach to an email and send to opd@cf.edu

Direct any questions to the Office of Professional Development at Ext. 1759