**University at Buffalo Finance and Administrative Professionals**

**Professional Development Calendar & Resources**

# **Internal Resources and Offerings**

**UB Human Resources / Organizational Development and Effectiveness Workshops:**

* Become a Better Communicator
* Leverage Your DISC Communication Style
* Discover Your Strengths
* Build Positive Relationships

View these offerings and others on UB EDGE:
<http://www.buffalo.edu/administrative-services/training/ubedge.html>

**UB Human Resources Supervisor Learning Forums:**

* None currently scheduled; can review recordings of past forums here: <http://www.buffalo.edu/administrative-services/training/training-catalog/human-resources/hr-virtual-workshops-archive.html#slf-servant>

**Career Coaching at UB:** <http://www.buffalo.edu/administrative-services/training/career-coaching.html>

**UB Collaborative Performance Management (CPM):**

* Will begin again in Fall 2021.
* Submit interest through this link:
	+ <http://www.buffalo.edu/administrative-services/forms-catalog/hr/collaborative-performance-management-cpm-interest.html>

# **External Resources and Offerings**

**College and Universities Professional Association for Human Resources (CUPA-HR)**

* 2021 CUPA-HR ANNUAL CONFERENCE & EXPO: October 3-5, 2021 in National Harbor, Maryland
* View other events and workshops on their website: <https://www.cupahr.org/>
	+ Click “Events” tab

**National Association of College and University Business Officers (NACUBO):**

* Higher Education Accounting Forum held annually in April
	+ Link to 2021 event: <https://www.nacubo.org/Events/2021/2021-Higher-Education-Accounting-Forum>
* Annual meeting held annually in July
	+ Link to 2021 event: <https://www.nacubo.org/Events/2021/NACUBO-2021-Annual-Meeting>
* Budget and Planning Forum to be held annually in September; 2021 event on Sept. 13, 14, 17
	+ Link to 2021 event: <https://www.nacubo.org/Events/2021/2021-Planning-and-Budgeting-Forum>
* View others events and workshops on their website: <https://www.nacubo.org/Events>

**Eastern Association of College and University Business Officers (EACUBO):**

* EACUBO Spring Workshops held annually in March
	+ Link to 2021 event: <https://www.eacubo.org/en/Programs-and-Events/Workshop-2021/Program-Detail>
* Annual Meeting held in October; 2021 event on Oct. 31-Nov. 2.
	+ <https://www.eacubo.org/Programs-and-Events/Annual-Meeting-2021>

**Southern Association of College and University Business Officers (SACUBO):**

* + College Business Management Institute (CBMI) held annually in July
	+ Link to 2021 event: <https://www.sacubo.org/en/Professional-Development/CBMI>

# **Daily/Weekly Newsletter Subscription Recommendations**

* InsiderHigherEd
	+ <https://www.insidehighered.com/content/sign-inside-higher-eds-newsletters>
* The Chronicle of Higher Education
	+ - Subscribe to “Daily Briefing”, follow steps below:

**Step 1: Sign-In**



**Step 2: Click on Account Icon, Select “Newsletters”**



**Step 3: Subscribe as desired**



*Suggestion:* Consider other internal organizations/associations you are affiliated with (not necessarily directly involved with); enroll in listservs within those offices/entities to expand knowledge base and perspective of greater holistic understanding of university operations.

**Educational Advisory Board (EAB):**

* If you haven’t yet created a username/password:
	+ Go to eab.com; top left of homepage hover over “Member Log-In”, select “New User”.
	+ Complete registration page, click submit to obtain confirmation code and log-in information to EAB website.
* This will grant you access to membership forums (Academic Affairs, Business Affairs, Student Affairs), executive summaries and studies, resource centers and toolkits, etc.