

UB Department Chair Leadership Program

August 16-18, 2015

Beaver Hollow Conference Center

August 16, Arrival

Evening Session - *Arrival, Introductions & Orientation*

4:00-6:00 p.m.	Arrival and Registration (see attached directions and details on registration)
6:00-7:00 p.m.	Welcome, Introductions and Stage-Setting In this opening session, participants and facilitators will introduce each other and identify objectives, expectations, and program norms.
7:00-8:30 p.m.	Dinner & Evening Speaker, Provost Chip Zukoski During this welcome dinner, Provost Zukoski will share his thoughts on trends in higher education and engage with participants on different views on leadership.
8:30 p.m.	Bonfire and Evening Social Hour

August 17, Day 1

Morning Session - *Role of the Chair & Building One's Identity as an Academic Leader*

8:00-8:30 a.m.	Continental Breakfast
8:30-9:00 a.m.	Overview & Objectives Program facilitators will review the program and objectives for the off-site with participants.
9:00-10:00 a.m.	Leadership and the Role of the Department Chair This session will use participants' personal definitions of leadership to highlight the distinctions and complementarities between the leadership and management functions of the department chair role. This will help set the stage for coverage of leadership styles and strengths and strategic roles of leadership as a department chair.
10:00-10:15 a.m.	<i>Break</i>
10:15 a.m. - 12:00 p.m.	Leadership Styles, Strengths and Developmental Opportunities This session will use established, validated assessment tool through an interactive exercise to help participants identify their leadership strengths and development opportunities.
12:00 – 1:00 p.m.	Lunch

Afternoon Session – *Developing and Implementing a Strategic Vision as Chair*

1:00 – 2:30 p.m.	Envisioning the Future: Strategic and Design Thinking In this interactive session, participants will become acquainted with the topics of strategic and design thinking and apply concepts, frameworks and tools to develop a strategic vision for their department.
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2:30 – 2:45 p.m.	<i>Break</i>
2:45 – 4:30 p.m.	Leading Change & Avoiding Derailment Building on the prior session on creating an engaging vision, participants will complete an exercise illustrating a framework for implementing change in their department to help achieve their department’s long-term strategic vision. The session will also address common pitfalls that can derail department chairs and strategies to avoid derailment.
4:30 – 5:30 p.m.	Deans’ Perspectives Participants will hear from experienced former UB deans who will share lessons learned on leadership in the role of the department chair.
5:30 – 6:15 p.m.	Reception and Networking
6:15 p.m.	Dinner
8:00 p.m.	Bonfire and Evening Social Hour

August 18, Day 2

Morning Session - *Leading a High Performance Department Culture*

8:00-8:30 a.m.	Continental Breakfast
8:30-9:00 a.m.	Review and Synthesis from Day 1 Participants will review the key lessons from Day 1 to apply to their own personal leadership development.
9:00-10:15 a.m.	Leadership and Building Culture Using a video-based leadership scenario, this session will address the key elements of a high performance culture and how department chairs can encourage shared/distributed leadership in their departments and utilize promotion and tenure, faculty reviews, and development to cultivate a high performance culture.
10:15-10:30 a.m.	<i>Break</i>
10:30 a.m. -12:00 p.m.	Managing Performance This session will utilize a series of short, realistic cases to address how department chairs can manage performance; participants will learn a tool and practice techniques for conducting difficult conversations.
12:00 – 1:00 p.m.	Lunch

Afternoon Session – *Building Teamwork and Collaboration*

1:00 – 2:30 p.m.	Keys to Effective Teamwork and Collaboration Participants will complete an assessment on teamwork and collaboration in their department and review five key elements to effective teamwork and related leadership tools and strategies. Using this framework and applying the tools, participants will identify leadership strategies for building effective collaboration
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and teamwork in their departments.

2:30 – 2:45 p.m.

Break

2:45 – 4:00 p.m.

Promoting Trust and Managing Conflict

Building on the framework from the prior session, participants will practice techniques for promoting trust and managing conflict using a conflict styles inventory and strategies for promoting trust and managing conflict.

4:00 – 4:30 p.m.

Leadership Lessons

Participants will review the key leadership lessons from the program and apply them to their own leadership development.

4:30 p.m.

Program Adjournment & Evaluations