



HIWASSEE COLLEGE

The Office of Student Affairs

Annual Professional Development & Training Schedule

June

- Webinar 1: Back to the Basics - Providing Quality Customer Service in Higher Education
- Webinar 2: How to Enhance Your Credibility as a Higher Ed Professional
- Webinar 3: Where Does My Job End And My Life Begin? Practical Tips To Get Your Balance Back

July

- Webinar 4: So You (and everyone else) Had a Bad Day – Improving Morale
- Webinar 5: Ending Campus Violence: New Approaches To Prevention
- Webinar 6: Believe: Strategies To Promote Persistence, Self-Efficacy & Emotional Awareness
- Webinar 7: Motivating Millennials: 3 Unexpected Reasons Why First-Year Students Drop Out
- Webinar 8: Informing Parents & Empowering Students: How To Ease The College Transition
- Webinar 9: 3 Online Resources To Help Students Complete College
- Webinar 10: The Happiness Trifecta: Amplifying Student Success By Transforming Campus Culture

August

- Webinar 11: The Key To Persistence: How To Build A Culture Of Community In College
- Webinar 12: Top 10 Mistakes Deans Make (And How Best To Avoid Them)
- Resident Assistant & Resident Director Training:
 - Team building activities
 - Review of institution faith, mission and values
 - Review of duty night expectations and scheduling
 - Hall programming prep and planning
 - Key etiquette
 - Policy & violation training
 - Review of Student Code of Conduct
 - Dealing with confrontation
 - Completing Infraction/Incident Reports
 - Behind Closed Doors training
 - Welcome Week duties
 - Safety – CPR/Red Cross First Aid
 - Health & Safety Checks
 - Crisis management training
 - Mock rounds and nightly duty reports
 - Safety drills – fire & tornado
 - Development of bulletin boards and door decs
- Monthly RA/RD Group Meeting:
 - Team building activity
 - Assess progress towards goals
 - Self-assessment of performance



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- Weekly RA & RD Staff Meetings:
 - Recap of week
 - Issues & concerns
 - Executing hall programs
 - Roses & thorns share time
 - Team building activity
- Weekly RA & RD One-on-One Meetings:
 - Life check-ins

September

- Monthly RA/RD Group Meeting:
 - Team building activity
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 - Self-assessment of performance
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 - Recap of week
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 - Life check-ins

October

- Monthly RA/RD Group Meeting:
 - Team building activity
 - Assess progress towards goals
 - Self-assessment of performance
- Weekly RA & RD Staff Meetings:
 - Recap of week
 - Issues & concerns
 - Executing hall programs
 - Roses & thorns share time
 - Team building activity
- Weekly RA & RD One-on-One Meetings:
 - Life check-ins

November

- Monthly RA/RD Group Meeting:
 - Team building activity
 - Assess progress towards goals
 - Self-assessment of performance
- Weekly RA & RD Staff Meetings:
 - Recap of week
 - Issues & concerns
 - Executing hall programs



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- Roses & thorns share time
- Team building activity
- Weekly RA & RD One-on-One Meetings:
 - Life check-ins

December

- Monthly RA/RD Group Meeting:
 - Team building activity
 - Assess progress towards goals
 - Self-assessment of performance
- Weekly RA & RD Staff Meetings:
 - Recap of week
 - Issues & concerns
 - Executing hall programs
 - Roses & thorns share time
 - Team building activity
- Weekly RA & RD One-on-One Meetings:
 - Life check-ins

January

- Resident Assistant & Resident Director Training:
 - Team building activities
 - Review of institution faith, mission and values
 - Review of duty night expectations and scheduling
 - Hall programming prep and planning
 - Key etiquette
 - Policy & violation training
 - Review of Student Code of Conduct
 - Dealing with confrontation
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- Team building activity
- Weekly RA & RD One-on-One Meetings:
 - Life check-ins

February

- Monthly RA/RD Group Meeting:
 - Team building activity
 - Assess progress towards goals
 - Self-assessment of performance
- Weekly RA & RD Staff Meetings:
 - Recap of week
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 - Team building activity
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 - Life check-ins

March

- Monthly RA/RD Group Meeting:
 - Team building activity
 - Assess progress towards goals
 - Self-assessment of performance
- Weekly RA & RD Staff Meetings:
 - Recap of week
 - Issues & concerns
 - Executing hall programs
 - Roses & thorns share time
 - Team building activity
- Weekly RA & RD One-on-One Meetings:
 - Life check-ins

April

- Monthly RA/RD Group Meeting:
 - Team building activity
 - Assess progress towards goals
 - Self-assessment of performance
- Weekly RA & RD Staff Meetings:
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 - Team building activity
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May

- Monthly RA/RD Group Meeting:
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