



Sample Coordinator Forum Session Proposal

Use this document as an example when creating a session proposal.

Submission Title - as you would like it to appear in conference materials (limit 90 characters, incl. spaces):
Shifting the Focus: Coordinator- Centered Networks for Personal and Professional Growth

Session Plan - describe learning plan and activity timeline (limited 1,500 characters, including spaces)

Shifting the focus will combine traditional didactic learning with hands-on and interactive exercises to help participants create individualized developmental networks, facilitate new connections, and appreciate the importance of connections with people who help you get jobs done, advance your career, and encourage optimal career growth and work-life balance.

10m- Overview of session goals and objectives, define developmental networks, terminology, and framework.

5m- Explanation of developmental network mapping, including presenter examples

10m- Participants create personal networks by mapping those individuals who assist in getting work done, advance their career, and provide personal support/encourage wellbeing.

10m- Participants discuss amongst themselves their personal networks, identify gaps, and create new connections

10m- Overview of networking tips and best practices

5m- Overview of next steps, including take home tools for analyzing your network's structure and quality, and identifying and filling gaps.

10m- Discussion and questions

Session Objectives – provide up to three projected learning goals (Limit 1,500 characters, including spaces)

At the end of this session, learners will be able to:

1. Describe different models of mentoring.
2. Analyze patterns and styles in your network and identify areas for improvement.
3. Identify tools and techniques to improve and expand your network.

Session Description- as you would like it to appear in conference materials, including a closing sentence summarizing your session objective, e.g. "At the end of this session, learners will be able to..." (One paragraph; 1,000 characters, including spaces)

The professional nature of the coordinator role has grown over the past decade. However, coordinators often focus on the career development of their residents and fellows without taking the time to focus on their own. In this workshop participants will learn to recognize support networks by shifting the focus from a traditional mentor/mentee relationship to a community of people that provides professional and personal support. By the end of this session, participants will learn practical ways to develop and strengthen their network, understand patterns and styles in their network and identify areas for improvement, and gain tools and techniques to improve and expand your network, ultimately increasing their professional development and career opportunities.

Target Audience - select from the list below of the largest conference target audiences and only choose the audience(s) for which the majority of the proposed session's content applies. Select "All Conference Attendees" only if the session will be relevant to the full list. Specialized target audiences can be indicated in the session description.

- **Experience Level**

- Experienced Coordinators X
- Beginner Coordinators

- **Coordinator Type**

- Program Coordinators X
- Institutional Coordinators