MANAGING A HIGH-PERFORMING ADMISSIONS TEAM

May 20, 2011 :: 1:00 – 2:30 p.m. EDT

ACADEMIC • IMPRESSIONS
WEB CONFERENCE
OVERVIEW

The traditional admissions office structure has shifted in the past decade resulting in changing job requirements and the need for new types of talent. As a result, the performance management task is more complex for supervisors. It’s no longer a matter of just measuring end-of-year enrollment outcomes, but rather a process of ongoing assessment based on valid measurements and goals. This workshop is designed for supervisors in the admissions office who are seeking guidance on how to set goals, measure performance outcomes, and communicate progress in meaningful ways.

LEARNING OUTCOME

Craft meaningful performance appraisals for admissions professionals.

WHO SHOULD ATTEND

This webcast is designed for deans, directors, and associate directors of admissions. Professionals who are supervising admissions teams will also benefit from this event.

AGENDA

Our instructor will share several examples of performance appraisal instruments and cover the following topics:

- The importance of performance management in the contemporary admissions office
- What do we expect admissions officers to do in 2011?
- What should we be measuring?
  - What are the metrics associated with this measurement?
- How and when to set performance goals
  - Tying metrics to goals
- Effective practices for assessing both individual and team performance

INSTRUCTORS

W. Kent Barnds, Vice President of Enrollment, Planning and Communications, Augustana College

Since his arrival at Augustana in 2005, Kent has overseen the largest enrollment in the college’s history. He oversees the offices of admissions, financial assistance, and marketing and serves a critical role on the comprehensive retention committee. He is a thought leader on the topics of admissions performance management and team building. He has presented on this topic at NACAC and is the author of several articles about admissions performance review including “Determining the Root Causes of Concerns Associated with the Performance Appraisal Process” (College & University) and “Millennials Invading: Building Training for Today’s Admissions Counselors” (College & University).

Darryl Jones, Senior Associate Director of Admissions, Gettysburg College

Darryl has worked in admissions at Gettysburg College for over 25 years. He has extensive training and professional development experience and currently supervises a team of 26. He is passionate about the use of effective performance management techniques in the admissions office and is a frequent presenter at NACAC, PACAC, and The College Board.
LOGGING IN TO THE WEBCAST

After registration, each registrant will receive a confirmation of payment or an invoice, depending on method of payment. Each registrant will also receive an email with appropriate login information and more information regarding the event a few days prior to the start of the event. The day of the conference, you will receive another email with the same information. To participate, you will need a computer with a high-speed Internet connection. You will have the option to receive audio via your computer speakers or telephone.

WHAT IS A SINGLE SITE CONNECTION?

A site connection allows a single connection to the Web conferencing software and teleconference. We encourage you to set the event up in a conference room or classroom from a single computer in order to allow multiple stakeholders from your campus to participate. Remember, as long as only a single computer connects, you can bring as many people as you want to the event. Because there are no travel expenses and only a single registration fee is required, each additional participant lowers the cost per person significantly. Purchasing a site connection and inviting everyone involved in a particular topic is a great way to provide cost-effective professional development. Please note that you will have the option to receive audio via your computer speakers or telephone.

If for any reason a relevant stakeholder cannot co-locate for the session, we encourage you to include that person by purchasing an additional connection at the reduced fee of $195 per session. This will ensure that every member of a team receives the same relevant, timely information in the most efficient way. If an interested party cannot participate at the designated time, or if someone would like to view the presentation again, an archived copy of the event will be available for 60 days. If you have any technical or purchasing questions, please contact us at 720.488.6800.
REGISTRATION FORM

Make the most of the presentation: invite your whole team to participate from a single location at no additional cost.

Questions about the event? Call us at 720.488.6800 to help determine if this event is right for you.

Register online at www.academicimpressions.com

REGISTRATION FEES

Postmarked on or before May 13, 2011

☐ Single Site Connection: Managing a High-Performing Admissions Team ______________________ $350.00 USD
☐ Additional Site Connection ______________________ $195.00 USD

(After May 13, 2011, an additional $75.00 fee for the first connection and $50.00 fee for each additional connection applies)

☐ Registrants receive a 50% discount on a CD-ROM recording of this session. Please send me the CD-ROM ______________________ $175.00 USD

☐ Can’t attend the live session? Please send me a CD-ROM recording of this webcast ______________________ $350.00 USD

(For CD-ROM orders outside the United States and Canada, a $35 international shipping fee will be added.)

Total amount enclosed or to be charged $ ______________

How did you hear about this event? (email from AI, colleague forwarded email, The Chronicle, etc.): ______________________

WEB CONFERENCE REGISTRATION INFORMATION (PLEASE PRINT CLEARLY)

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(Additional contact information for registration confirmations and pre-conference communication.)
Additional Contact Name ______________________ Additional Contact Phone ______________________
Additional Contact Title ______________________ Additional Contact Email ______________________

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We accept Visa, MC, and AmEx credit cards. To pay by check, include the check with this form or select the “invoice me” option. Fax form to 303.741.0849 or mail form along with payment to: Academic Impressions, 4643 S. Ulster St. Ste. 350, Denver, CO 80237.

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Refunds will be issued only if cancellations are received in writing by March 18, 2011. A $75 processing fee will be assessed. After March 18, 2011 a credit (less $75 processing fee) will be issued. The credit will be valid for 12 months and can be used toward any future conferences, Web conferences, audio proceedings, or Web conference archives. In case this event is cancelled, Academic Impressions’ liability is limited to a refund of this registration fee only.