



Agenda

Wednesday, June 10, 2015

OSUAP Annual Conference: Supporting Multiple Executives

10:30 – 10:32 Welcome by Christine & Gina
Goal: to create a best practices handout to be uploaded after the conference

10:32 – 10:37 Individual introductions

1. Name
2. Unit
3. Who you support

10:37 – 10:45 Office Dynamics Video - (4:35 minutes)
Simultaneous, Synergistic support for multiple managers
<https://www.youtube.com/watch?v=eFAupLxgQwk>

Past - Only supporting one manager

Present - Supporting multiple managers

Future - Supporting multiple managers will continue as we rely on technology

Art, Science, Optimize

- Art – people skills, treat all equally, adapt to each managers work style, request specifics as well as the big picture to help put the pieces together without them
- Science – implement standardized processes, clarify priorities regularly, and enforce structure to the work
- Optimized – conduct a true analysis of your work – log 2-3 weeks of what you do. This will give your manager an outline of the work you do.
- Streamline processes

10:45 – 10:50 Break off into five groups

10:50 – 11:05 Table discussions (five questions)

1. What are the challenges you face supporting multiple executives?
2. How do you manage quality?
3. How do you handle multiple priorities?
4. What skill-sets are needed to be successful managing multiple bosses?
5. What are your tricks of the trade?

11:05 – 11:15 Report Out