**CUPA-HR Utah Chapter Emerging Leader Pre-Conference Program**

**EMAIL TEMPLATES**

**Email template to participants to invite them to attend:**

Good morning Name,

I hope you are well.  The Utah CUPA-HR Chapter would like to personally invite you to attend a special chapter pre-conference event for Emerging Leaders on May 8, 2017 (the day before the chapter’s annual Spring Conference this year).  I have worked with the HR Directors on each campus within the USHE system to determine the best audience for this special event and your director has recommended you for this invitation-only pre-conference; congratulations!

The goal of this pre-conference is to develop leadership among Utah chapter members as well as get you better acquainted and hopefully involved with CUPA-HR chapter functions at the chapter, region, and national level.  We have two great keynote speakers (Carol Grannis and Cindy Maher from Leading Edge Coaches) who will coaching us specifically on Service from the Inside Out and Receiving Feedback with Grace.  It promises to be a great event and we hope you will accept our invitation to attend this pre-conference, as well as our main full conference the following day (May 9).

The agenda for this pre-conference event will run from 1 – 5 pm in the Sorensen Student Center at Utah Valley University.  Parking and light refreshments will be provided and there is no conference fee to attend this special pre-conference.

Please let me know directly by March 31 whether you will be able to attend this pre-conference so we can plan space/food accordingly.  Thanks for your consideration and hope to hear from you soon!

**Email template to participants with agenda:**

Good morning,

We are looking forward to seeing each of you on Monday, May 8, for the Utah CUPA-HR Chapter Emerging Leaders Pre-Conference at Utah Valley University.  This special invitation-only event involves approximately 30 employees from 12 different institutions specifically focused on leadership; we are so excited you will be joining us for what promises to be a great pre-conference event.

I’ve attached the parking and map information for your convenience (both as an email invite and as a PDF).  The pre-conference event will take place in the UVU Sorensen Student Center in Rooms 213 A/B and will begin at 1 pm.  Below is the agenda for the pre-conference:

* 1:00 – 1:15 pm = Welcome & Introductions
* 1:15 – 2:15 pm = Utah Chapter Leadership: what we do, how we do it, and how you can help and be involved (Utah Chapter Board presenting – will involve activities & discussion)
* 2:15 – 2:45 pm = Region & National Board Leadership: taking things to the next level (Joan Gines, Western Board Member, and Jeff Herring, National Board Member, presenting)
* 2:45 – 3:00 pm = Break with refreshments
* 3:00 – 4:30 pm = Leadership Keynote: Managing Feedback with Grace + Building Relationships (Cindy Maher and Carol Grannis from Leading Edge Coaching presenting)
* 4:30 – 5:00 pm = Report-out, Discussion, and Wrap-up

Please let me know if you have any questions.  Otherwise, we’ll see you at 1 pm next Monday at UVU.  Thanks!

**Email template to our national and regional board members:**

Hi Name,

Hope you both had a nice weekend.  I’m following up on our May 8Utah CUPA-HR Spring Pre-Conference event for Emerging Leaders.  We’ve invited over 30 employees to this special event from across the USHE system and almost all are attending so it’s shaping up to be a great event!

The entire Emerging Leaders event will take place at UVU’s Sorensen Student Center, Rooms 213A/B, and will run 1-5 pm.  In meetings with our board, we would like you and Jeff to talk from 2:15 – 2:45 pm and cover the following items:

         (Joan) What is the Region Board mission/vision/scope, and how does it serve in its unique role between chapter leadership and national leadership?

         (Joan) How are Region Board members selected and how involved is the responsibility (meetings, conferences, etc.)?

         (Joan) How does the Region Board function when compared to a chapter board?

         (Jeff) What is the National Board mission/vision/scope?

         (Jeff) How are National Board members selected and how involved is the responsibility (meetings, conferences, etc.)?

         (Jeff) How does the National Board function when compared to a region board?

         Anything else (whether it be an activity, Q&A, information you wish you knew about region/national board member duties that would beneficial for emerging leaders)

Just before you and Jeff speak, the chapter board will be taking an hour to go similar items to the above as well as team building activities, etc.  After you and Jeff conclude, there is a 15-minute break before Carol & Cindy give a 90 minute keynote to the group.

Let me know if you have any questions.  If you have any handouts or anything you want us to print and pass out, please send them to me by the end of April.  Thanks again for your help!

**Email template to CHRO’s:**

The Utah CUPA-HR Chapter is busy coordinating our upcoming Spring Conference on May 9at UVU; we have great speakers planned and based on the feedback we received from our Fall Seminar, we have decided to hold a special half-day pre-conference event this year on May 8(also at UVU) for emerging leaders.

I’m reaching out to all the Utah Higher Education CHROs and requesting their help in identifying individuals at their campus to attend the emerging leaders pre-conference.  We’re looking to having a few employees (2-4) from each institution and specifically targeting either new employees to HigherEd HR and/or those who interested in gaining leadership experience within the Utah CUPA-HR Chapter setting.  Could you review your staff and let me know of some employees we could personally invite to the pre-conference event on May 8?

If I could get the names from you by March 31, that would be appreciated so I can reach out to them directly.  If you don’t have any employees that you think would be interested or these employees will be unavailable to attend, that’s ok too; just let me know.

**EMERGING LEADERS PRE-CONFERENCE PROGRAM**

Prepare Name Badges + Soda Cups

RESPONSIBLE: Amy (name badges), Anne (soda cups), all Board members who can be present

12:00

* **Amy** to bring participant name badges
* **Amy** to coordinate with **Anne** on soda cups (Anne to meet us there at noon with cups)
* **Travis** will bring thank you notes for the board to sign for presenters
* **Board** will assist in distributing handouts and items for activities

*1:00 – 1:15: Welcome & Introductions*

###### RESPONSIBLE: Travis

Introduce self. Welcome to this special Emerging Leaders pre-conference event for the Utah Chapter of CUPA-HR (pause for applause?). This special invitation-only event involves approximately 30 employees from 12 different institutions specifically focused on leadership; we are so excited you are joining us for what promises to be a great pre-conference event.

I wish to thank Mark Wiesenberg (Associate VP of Human Resources) and his assistant Anne for coordinating this pre-conference here at UVU (applause).

Some specifics about the pre-conference today:

* Please turn all cell phones to silent.
* As our agenda details, we will have a defined break at approximately 2:45 pm. There are various restrooms located in the UVU Sorensen Student Center. The closest ones to us are just outside this room and to the right.
* Hydration station location – As we did last year, you have each been given a Disposable Mug. This is good for unlimited refills at Scoops, the local convenient store located down the hall from the Ballroom. Please make sure to show the person at the cash register your cup with the CUPA-HR sticker so they are able to get an accurate count.

Through our activities and agenda today, you will be given the opportunity to interact with one another but we want to take a few minutes and introduce all our emerging leader participants. Please tell us your name, your institution, your position, and how long you have been in that role at your institution.

(Allow all 28 participants to introduce themselves as outlined above)

*1:15 – 2:15: Utah Chapter Leadership – what we do, how we do it, and how you can help and be involved*

###### RESPONSIBLE: Travis, Rick, Wayne, Marni, Mickelle, Amy, Tadd

* **Travis** to bring handouts for activity

Thank you. I want to introduce our Utah CUPA-HR Chapter Board to you as we begin our first session and invite them to please stand:

* President: Travis Rosenberg, Dixie State University
* Past President: Wayne Squire, Utah Valley University
* President Elect: Rick Smith, University of Utah
* Secretary: Mickelle Anderson, Utah State University
* Treasurer: Marni Fisher, Salt Lake Community College
* Communications Chair: Tadd Helquist, University of Utah
* Program Chair: Amy Tolman, University of Utah

To give you some background information on our chapter: the Utah CUPA-HR Utah Chapter was established in October 2008 to serve the higher education membership within our great state of Utah. We belong to the Western Region of CUPA-HR and support the national CUPA-HR organization by providing leadership and resources to the higher education HR professions in our area.

Our primary goal as a chapter are to provide essential and relevant knowledge, resources, and connections that enhance individual and institutional capacity and competitiveness in the higher education arena. We do this through chapter activities such as our annual fall seminar and annual spring conference. These meetings provide opportunities to network, exchange HR knowledge, and share experiences among institutions throughout the state of Utah.

Utah is known as a very strong chapter within CUPA-HR, with active and engaged board leaders and engaged membership. What started as just an annual chapter meeting has now become two annual conference gatherings, with approximately 125 participants registered for tomorrow’s main conference. To date, all our board members attend the CUPA-HR national Association Leadership Program (known as ALP) with other CUPA-HR chapter leaders across the country and while we don’t mean to boast, it’s hard not to notice us at the national level, from our matching polos to our large chapter meetings. Being a member of the Utah Chapter is a great place to get involved and make a difference within higher education HR!

So what does it take to be a chapter board member? The easiest way to explain it to have each of our board members take a few minutes to tell you their role on the board and some lessons learned through their own experiences on the board.

(Board members each tell what they do on the board, skill set needed, and their role as part of the board)

Now that you’ve been introduced to everyone on the board, know our mission, and how each piece fits in, it’s time to test your knowledge through an activity.

On each table are blank pieces of ruled paper and pens. Using these tools, we want you to take approximately 5 minutes to work as a table and make a list of all the things you believe go into planning and executing a chapter seminar or conference event. To add a bit of excitement to this process, we want you to do this assigned in a specific board member role

To accomplish this, each of you will be assigned the role of either President, Secretary, Treasurer, Communications Chair, or Program Chair. During the activity, you will act in this role with the Secretary taking notes and compiling your list. Please look under your chair to find a yellow slip of paper with your unique role assignment and begin!

(Allow approximately 3-5 minutes to compile lists)

Great, you all now have lists of things. Now I want you to take a few minutes, go over your list with one of our board members (each of which has been assigned to one of your tables), and see if you want to make any adjustments.

(Allow approximately 2-3 minutes to refine lists)

Awesome, now let’s take it to the next level. There is an envelope now on each table that includes various checklists at various planning stages that our chapter uses to plan its events. Each of you take a checklist from the envelope and compare it to what you have already compiled. Make a list of the similarities/differences and discuss.

(Allow approximately 5 minutes to refine list and discuss as a table)

Having fun? Now I want you to divide up into each of your unique roles (all the Presidents at each table get together, all Secretaries, all Treasurers, etc.) and migrate to a corner of the room, with one group in the center of the room (make assignments). Take a few minutes and discuss your role within your table group, challenges, etc. We’ll then do a report-out.

(Allow approximately 5 minutes to divide and discuss as groups)

Now that you’ve had various ways to interact and discuss this topic, I would like to have a couple of volunteers tell us what they learned in this exercise (get volunteers and discuss)

I hope this activity has helped you learn more about other people, your own strengths/weaknesses, as well as learning how each of our roles assists in the chapter mission and goals.

I’ll now turn the time over to Wayne to introduce our next session

*2:15 – 2:45: Region & National Board Leadership – taking things to the next level*

Introduction of speakers: **Wayne**

(Wayne will get bio or introduction from Joan/Jeff)

*2:45 – 3:00: Break w/refreshments*

###### RESPONSIBLE: Travis

We’ll now take approximately 10-15 minutes for a break and refreshments. Again, the restrooms are outside this room and to the right. Please go get a soda if desired, as well as refreshments. We’ll meet back here at 3 pm to start our leadership keynote.

*3:00 – 4:30: Leadership Keynote – Managing Feedback with Grace & Building Relationships*

###### Introduction of Speakers: Rick

I’m very excited about introducing today’s speakers! Since 2003, Leading Edge founders Dr. Carol

Grannis and Cindy Maher have created keynotes and breakout sessions that wake people up - with a

unique blend of humor, research, leadership best practices, engaging audience participation, and live

improv comedy.

Leading Edge has worked with Fortune 500 companies, government agencies (including the NIH and

FDA), colleges and universities around the world. Their learning materials have been translated into

eight languages. It doesn’t matter where you’re from – Leading Edge knows what leaders need.

Whether you are an experienced leader or are new to the leadership ranks, these funny ladies will do

more than motivate. You’ll leave this session, transformed and ready to apply new skills to maximize

your potential and make an impact at work and at home.

Welcome Carol and Cindy!

*4:30 – 5:00: Report-Out, Discussion, and Wrap-Up*

RESPONSIBLE: **Travis**

A large thanks to Carol and Cindy for their presentation; what a great way to cap off a day of learning! In the last few minutes we have, I ask for your assistance in completing a feedback form about today’s pre-conference event. This is the first time we’ve attempted a pre-conference and I wish to personally thank my board and today’s presenters for their willingness and cooperation as we planned this event.

Since I started on the chapter board and learned about CUPA National’s Wildfire program, I wanted to do something similar here in Utah to both educate and encourage our members to engage in leadership roles within our chapter. The success of our chapter depends heavily upon new ideas from our chapter board leaders so I hope today’s pre-conference has fulfilled these objectives and appreciate any feedback you can provide on these feedback forms.

* **Amy** to pass out feedback form

Once completed, you can return your feedback to **Mickelle** and **Marni** at the back of the room by the doors.

We hope many of you will be attending tomorrow’s main conference which starts at 8 am (with a full breakfast) in the Ballroom Commons area downstairs. We will have a different keynote address from Carol and Cindy as well as breakout sessions, a tour of the Roots of Knowledge mural, etc.

As our identified chapter emerging leaders, we hope you will engage with the chapter next year by attending our chapter events, giving constructive feedback and ideas on our events, and volunteering to serve next winter in our chapter board election process. There are three positions elected each year and we look forward to seeing you serve and continue to build the strong reputation our chapter has developed thus far. Please travel home safely and looking forward to seeing many of you tomorrow.