

SEMINAR SCHEDULE

Monday, 2 April	
8:30 - 9:00	Registration
9:00 - 10:30	Introduction to the Program <i>Don Nightingale, Klara Pegan</i> Team Building Exercise <i>Don Nightingale</i>
10:30 - 11:00	
11:00 - 12:30	Debriefing of Team Building Exercise Creating a Positive Learning Environment <i>Don Nightingale</i>
12:30 - 14:00	
14:00 - 15:30	Panel: Role of the Program Manager <i>Don Nightingale, Nenad Filipović,</i> <i>Dianne Bevelander, Mike Page</i>
15:30 - 16:00	
16:00 - 17:30	Managing Staff and Faculty <i>Dianne Bevelander and Mike Page</i>
17:30 - 18:30	Group work
19:00	Slovene evening and dinner

Tuesday, 3 April

9:00 - 10:30	Group exercise <i>Dianne Bevelander and Mike Page</i>
10:30 - 11:00	
11:00 - 12:30	Ethical Responsibilities of a Program Manager <i>Danica Purg</i>
12:30 - 14:30	
14:30 - 16:00	Customer Service <i>Dianne Bevelander and Mike Page</i>
16:00 - 16:15	
16:15 - 17:30	Marketing in Challenging Times Group work assignment <i>Dianne Bevelander and Mike Page</i>
17:30 - 18:30	Group work

Wednesday, 4 April

8:45 - 10:00	Section 1: Alumni and Fund Raising Section 2: Group exercise
10:15 - 11:30	Section 1: Group exercise Section 2: Alumni and Fundraising <i>Dianne Bevelander, Mike Page and Danica Purg</i>
11:30 - 11:45	
11:45 - 12:30	Networks and Personal Development <i>Dianne Bevelander and Mike Page</i>
12:30 - 14:00	
14:00 - 14:50	Networks and Personal Development <i>Dianne Bevelander and Mike Page</i>
14:50 - 15:50	Panel: Meeting the Program Manager's Challenges <i>Dianne Bevelander, Mike Page, Don Nightingale</i>
16:00 - 16:30	Presentation of Certificates