Program Overview and Benefits
This inspiring institute focuses on helping you enhance your effectiveness, hone your leadership skills, and excel within your institution. Through panel discussions, presentations, workshops, and case studies, and alongside distinguished presenters, you’ll explore such timely topics as:

• Making the most of the challenges and opportunities facing higher education today
• Improving business practices
• Realizing cost efficiencies
• Understanding current issues in employment law, risk management, and IT security
• Practicing fiduciary responsibility
• Conducting dynamic negotiations

This program seeks to:

• Expand your awareness of changes, trends, and issues in higher education
• Deepen your understanding of managers’ roles within the larger context of their colleges or universities
• Update and develop your technical skills and knowledge
• Provide you with opportunities to practice these new skills immediately and to develop strategies for subsequent applications
• Introduce you to individuals doing similar work in innovative and highly effective ways
• Allow you to hear, question, and interact with senior university administrators and exemplary administrative managers

Who Should Attend
This program is designed for:

• College and university officers
• Administrative managers, directors, and supervisors
• Business managers, directors, and supervisors
• Department chairs and other faculty members with administrative responsibilities

www.sce.cornell.edu/ami
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Changing the Cost and Service Model
As colleges across the country seek to reduce expenses and adapt to longer-term projections of income shortfalls, we are all called upon to be creative in our approach. In this session, representatives from three institutions will describe their efforts to creatively adapt to lower budgets, while preserving institutional mission, a sense of community, and high-quality service to students and the public.

Managing Risk
The very phrase “risk management”—signifying “systematic control of the uncontrollable”—defines the challenges facing today’s administrative manager. How can we be both prudent and entrepreneurial, controlling risk and exposure without rejecting opportunity? In this session, you’ll learn to identify and quantify risk in order to make appropriate and consistent decisions.

Creating Our Future Together
One of the few constraints in today’s workplace is the expectation of constant change. In this all-day session, you’ll consider the new behaviors required of leaders and discover practical strategies for managing others—and for developing personal and professional success—throughout the change process.

Negotiation Essentials
All managers are negotiators. This role is growing in importance as we recognize our need for increased teamwork and cooperation within and across unit boundaries. This session will help you develop skills for creating win-win outcomes and for managing conflicts more effectively.

Environmental Health and Safety: Things You Should Know
This high-energy, interactive presentation focuses on helping managers better understand the pressing environmental health and safety issues that impact the workplace today. We will discuss trends in environmental health and safety, and gain the tools necessary to tackle these issues in ways that will further strengthen our effectiveness in the workplace.

“AMI is an amazing experience that I recommend to anyone working in the higher education industry.” — Julie Morgan

Registration
The program charge of $1,775 ($1,675 if you register by May 15) includes the full professional program; course materials; a certificate of completion; and one full breakfast, four continental breakfasts, and four lunches. All program sessions will be held on the Cornell campus, July 26–30, 2010.

To register online now, please visit www.sce.cornell.edu/ami or contact us for a registration form.
Presenters Include:

Thom J. Champoux, Co-founder and President
The Effectiveness Institute, Inc.
Lance Franklin, Director of Environmental, Health, and Safety Services
Virginia Polytechnic Institute and State University
Mary K. Murphy, Associate Vice President
SUNY Cortland
Frederick A. Rogers, AMI Director
Vice President and Treasurer
Carleton College
Stephan J. Sauer, Assistant Professor
Clarkson University
Steven J. Schuster, Acting Executive Director
Cornell Information Technology
Cornell University
Paul J. Streeter, Associate Vice President
Division of Planning and Budget
Cornell University
Debbie L. Sydow, President
Onondaga Community College
Jane A. Youngers, Director of Grants Management
University of Texas Health Science Center at San Antonio
Wendy E. Tarlow, Associate University Counsel
Cornell University
Lance Franklin, Director of Environmental, Health, and Safety Services
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Further Information
For more information, please contact Administrative Management Institute
Cornell University
B20 Day Hall
Ithaca, NY 14853-2801
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Fax: 607.255.9697
E-mail: cusp@cornell.edu
Web: www.sce.cornell.edu/ami

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