

**Dalhousie Professional & Managerial Group  
Professional Development Committee Report 2016 – 2017**

**PD Committee Members**

Amy Braye, Co-Chair, International Centre  
Kate Somers, Co-Chair, Ancillary Services  
Janet Bardon, Department of Psychiatry  
Christina Coakley, Registrar's Office

Katie Haigh, Faculty of Management  
Sarah O'Brien, SITE Co-op Office  
Jason Penney, Facilities Management (AC)  
Stefanie Wilson, Communications & Marketing

As the 2017 DPMG Conference has yet to take place, an additional report will be made by the PD Committee in late June with detail specific to the conference.

**Summary of pre-conference PD events**

In 2016 – 2017, the DPMG PD Committee continued to offer exciting professional development opportunities to our members. In reviewing recommendations made by last year's committee, as well as the time commitments of this year's committee members, we invited Katie Haigh, past PD Committee Chair, to assist the committee on an ad-hoc basis for the planning of pre-conference PD events.

Based on member feedback, sessions were offered with varying start times to accommodate those with set lunches. Every effort was made to make PD sessions available to our members in Truro and Saint John. Regrettably, booking IT-connected spaces that are also large enough to accommodate in-person attendees has become increasingly challenging.

**The Communication Conundrum: How Email, Text and Phone Calls Support Clarity, Efficiency and Strong Relationships**

Monday, November 7, 2016

Cost: \$524.75

Effective communication directly impacts our ability to get things done, lighten our to-do list and, perhaps, find time to think, plan and organize. Yet emails pile up, phone calls go unanswered and text messages get scrambled. There's got to be a better way! This workshop will examine how our methods of communication impact our work and how small changes can make a big difference.

**Pensions**

Thursday, March 30, 2017

Cost: n/a

Retirement... for some it is very close and for others quite far away, however, we all pay into our pension! Join Laurie Creelman as she takes us through the Dalhousie Pension fund and shows us how to use the pension projection tool available through your Dal Online.

**Ergonomics @ Work**

Tuesday, April 25, 2017

Cost: n/a

Many of us sit at a computer for hours without noticing how quickly time has flown and that we now have a kink in our neck. This session will help! Occupational Therapy students will provide us with tips,

tricks and techniques to enable us to reduce stress and reduce our risk of injury associated with the overuse of muscles due to bad posture and repeated tasks.

**Staying Healthy on Campus**

Wednesday, May 10, 2017

Cost: \$75

Once upon a time, there was a magical thing called “lunch break”... For many of us, our reality of a lunch break is whatever we have grabbed from our fridge, or picked up at a convenient location, as we sit at our desks. When we do stand up, we often feel stiff and sore. Mark Music, Kinesiologist, will lead us through a series of exercises designed to be done in your office- no sweating or gym clothes involved!