

# 2024-2025 CAS ADVISOR TRAININGS

Location: J.M. Smith Building, 218

Date: First Friday of Every Month

Time: 1-4:30 pm

Facilitators: Rika Hood  
Ebony Dawkins-Meeks  
Kenny Latta  
Charles Plesofsky

## Meeting Topics

- Oct 4, Fall 2024**      **Knowledge is Power: Knowing How to Find What you Need**  
Discussion of Implicit Bias and How it Can Affect Advising • Other Faculty/Advisors to Know on Campus
- Nov 1, Fall 2024**      **Finding Balance in Various Work Roles to Enhance Effectiveness**  
Know Yourself and Your Workflow • Email/Communication Management • Balancing Other Commitments with Advising
- Dec 6, Fall 2024**      **Courageous Conversations**  
How to Talk with Students Facing Difficulties • Setting Professional Boundaries • When to Ask for Help – Campus Partners to Assist with Student Issues • Safe Zone Training
- Feb 7, Spring 2025**      **Who Am I? Who Do I Aspire to Be?**  
Types & Styles of Advising: Thinking more about your relationship to your advisees and setting proper boundaries • Write an advising philosophy for yourself
- Mar 7, Spring 2025**      **Structure, Efficiency, & Effectiveness**  
Role playing an advising session • Checking in with students • Asking the right questions – digging deeper • Keeping accurate & accessible notes on students for easy reference
- Apr 4, Spring 2025**      **Planning & Guidance and Structure, Efficiency Effectiveness**  
Career Advising for Students – learning about common career paths • Keeping up to date on internships & career readiness in your industry/field of study • Strategies to help students who cannot do traditional methods of internships