

Administrative Development and Professional Training Application



Deadline: January 24, 2025

Program Overview

The role of the administrative professional has evolved greatly in recent years. Administrative professionals have a wide range of responsibilities that go beyond answering the phone and handling the clerical details of the office. Many administrative professionals manage projects and coordinate the daily operations of their departments.

The goals of the Administrative Development and Professional Training (ADAPT) Program are to:

- Enhance those skills that support employee development as well as Frostburg's strategic plan.
- Develop new skills that meet the demands of successful department management.

Eligible Candidates

Any employee of Frostburg State University in an administrative role (e.g., Executive Administrative Assistant, Administrative Assistant, Program Management Specialist, Office Clerk, etc.) is welcome to apply to the ADAPT Program. Priority entry will be given to those in regular status positions; however, we encourage any employees in contractual administrative roles to apply.

Program Curriculum

Selected participants will attend sessions that focus on the following objectives:

- **Organizational Knowledge:** To gain knowledge about university policies and systems.
- **Competency Building and Strengthening:** To develop and refine skills.
- **Promote Self-Awareness:** To promote awareness of one's own personality, values, work styles and strengths.
- **Professional Development:** To provide skills that enhance job performance and personal growth.

Program Design

This program is designed to allow participants to develop and enhance skills within a cohort of up to 10 participants representing different departments across the university. The cohort design allows participants to interact with their colleagues. It is the goal of the program to create a community of learning where participants can build professional relationships and make a meaningful contribution to their careers.

Participant Selection

All applicants will be notified via email by **February 7, 2025**, regarding the status of their application. Participants will be selected based on their stated goals, departmental representation, and supervisor's recommendation. Priority entry will be given to those in regular status positions. Candidates are required to reserve the dates listed on the Program-at-a-Glance (see page 4) in anticipation of their acceptance to the program.

Participation Guidelines

The purpose of the ADAPT program is to provide participants with an opportunity for growth and development. Given the investment of time and resources, it is important that participants are committed to attending all the program sessions.

Attendance is Mandatory

The Program-at-a-Glance is provided in this application packet. Interested candidates should plan regular work-related commitments, professional conferences, and vacations in advance, so that they do not conflict with program dates. If a participant misses a class, the program coordinator will contact the participant and their supervisor. **Participants are NOT allowed to miss the first session. If the participant is unable to attend the first session, their enrollment will be deferred to the next cohort.**

Extenuating Circumstances

In the event of illness, loss of a loved one or unexpected workplace emergency, the participant will inform the program coordinator that they will not be able to attend the session. The program coordinator will assist the participant in making up the session, which may include attending an upcoming session.

Inclement Weather

In the event of inclement weather, participants should follow the university guidelines for closings and delays. ([BURG Alerts](#) will be sent for public safety and/or university closing notifications.) Safety is paramount and should a class need to be rescheduled, we will seek your support in adjusting calendars.

Unexcused Absences

Examples of unexcused absences include meetings, vendor meetings, conference calls, conference attendance, or vacation days. The participant will be responsible for making up the session. If available, the participant may attend another upcoming session.

If a participant misses **one class** and has not made up the class prior to the published graduation date for that cohort, the participant will be allowed to join the next available cohort and graduate with the new cohort.

Graduation Requirements

Participants will be eligible for graduation in **December 2025** by completing the following requirements:

1. Attendance and participation in classes.
2. Successful completion of course requirements.

If the participant is unable to meet these requirements, they will be invited to participate in the next graduation ceremony once all requirements are met.

Program-at-a-Glance

2025 ADAPT Program Schedule

Once selected, attendance will be required. Please review the following dates prior to submitting your application to ensure your availability. All sessions will take place in an on-campus meeting space from 9:00 a.m. – 10:30 a.m. unless otherwise specified. Please note that topics and location may be subject to change.

	COURSE / EVENT	DATE	PRESENTER
Prepare	Application Deadline	1/24/25	
	Participation Notification via Email	2/7/25	
Phase 1: Enhancing Your Value (Hard and Soft Skills)	1. Returning to Human: Reclaiming the Human Side of Service	3/4/25	ADAPT Team
	2. Conflict Avoidance	3/18/25	Sgt. Bevan, FSUPD
	3. Effective Communication	4/1/25	Elesha Ruminski, Professor, Communication
	4. Outlook Essentials: Inbox and Calendar Management	4/15/25	Rita Thomas, Instructional Design & Technology
	5. Artificial Intelligence (AI) Tools and Copyrights & Trademarks	5/6/25	Tim Pelesky, Chief Information Officer Brad Nixon, General Counsel
	6. Communicating in a Multigenerational Workforce	5/20/25	Donnell VanSkiver, Office of the President
	7. Phase 1 Activity: Strengths Finder Quiz	Discuss on 5/20/25	Independent Study
Phase 2: Embracing Efficiency (FSU Core)	8. Contracts & Grants	6/3/25	Office of Sponsored Programs
	9. Remote Meeting and Videoconferencing Tools	6/17/25	Rita Thomas, Instructional Design & Technology
	10. Active Shooter Training	7/1/25	Sgt. Bevan, FSUPD
	11. Mail & Printing Services and Bookstore	7/15/25	Ken Emerick/Alec Edwards, Mail & Printing Services/Bookstore
	12. Procurement & Material Handling	8/5/25	Krista Warnick, Procurement Office
	13. Understanding Budgets	8/19/25	Denise Murphy/Sherri Sheetz, Budget Office
	14. Phase 2 Activity: Team Scavenger Hunt	By 8/31/25	Independent Study
Phase 3: Leadership Foundations (Lead, Mentor, Succeed)	15. Managing Workplace Disengagement & Compassion Fatigue	9/2/25	Donnell VanSkiver, Office of the President
	16. Mental Health	9/16/25	Jenna Epstein, Assistant Professor, Education Professions
	17. #IAmRemarkable	10/7/25	Donnell VanSkiver, Office of the President
	18. LEAD: Are You a Leader?	10/21/25	Clarissa Lang, Director, Veterans Services
	19. Leading with Integrity	11/4/25	Jeff McClellan, Professor, Management
	20. Goal Setting and Career Growth	11/18/25	Larissa Allen, Career and Professional Development Center
	21. Phase 3 Activity: Self-Assessment	By 11/26/25	Independent Study
	22. Graduation (11:00 a.m. – 1:00 p.m.)	12/2/25	ADAPT Team

ADAPT PROGRAM APPLICATION

Application Due: January 24, 2025, 5:00 pm

I. PERSONAL INFORMATION

NAME:

EMPLOYEE ID:

TITLE:

DIVISION/DEPARTMENT:

WORK LOCATION:

PHONE:

EMAIL:

NAME OF IMMEDIATE SUPERVISOR/TITLE:

II. RÉSUMÉ

PLEASE ATTACH A CURRENT RÉSUMÉ.

III. ESSAY QUESTIONS

Please provide a brief response to each question below. Submissions should be no more than 2-3 pages.

1. How do you think the ADAPT Program will benefit you?
2. Why do you consider yourself an ideal candidate for this program?
3. What are your career goals for the next five years? How will this program assist you in reaching your goals?
4. Please provide any additional information regarding your interest in the program.

SUPERVISOR RECOMMENDATION FORM

Application Due: January 24, 2025, 5:00 pm

The **ADAPT Program** is aimed at the professional and personal development of administrative professionals in the university. Courses offered as part of this program are designed to impart new skills, improve existing skills, build competencies, and support overall improved performance. Once they are accepted into the program, they are required to attend all the classes with their cohort. As such, it requires commitment from each participant and from their supervisors.

Letter of Support

The supervisor must submit a letter of support. In an attachment, please provide a statement of support for your employee's admission into the program. Some questions to consider include: Why do you think this person is an ideal candidate for this program? How would this individual benefit from this experience? How will your department benefit from this person's participation?

Supervisor Commitment

Please read the following, and sign and date below to indicate your agreement.

- I understand that the participant's commitment to the program includes instructor-led classes and additional time that may be required to complete any course-related work such as completing a self-assessment and/or pre-work.
- I will support this person in meeting all the program requirements.
- I understand that the participant's continued enrollment in the program will be based on attendance at every scheduled course, and that I will be informed of any missed sessions.

My signature below indicates that I have read the program dates, course policies and timetable for the program, and support my employee's participation in the ADAPT Program. I am committed to their professional development and training, and I will support their attendance with paid time away to fully participate in this program.

Print Name

Supervisor's Signature

Date

Supervisor's Email: _____

Checklist

- I have read the program overview.
- I have reviewed the program dates and ensured my ability to attend each session.
- I have filled out the application, including the essay responses, and attached a current résumé.
- I have received and attached a letter of support from my supervisor.

APPLICATION DEADLINE: January 24, 2025, 5:00 p.m.

Submit your application:

Scan a completed, signed copy of your application, and email it to: ADAPT@frostburg.edu

For questions and inquires, contact:

Email: ADAPT@frostburg.edu

Donnell VanSkiver, ADAPT Program Coordinator: 301-687-4111

Human Resources: 301-687-4106

The Office of Human Resources fulfills part of the strategic mission of Frostburg State University by offering a variety of learning opportunities including hosting professional development conferences, programs such as the Employee and Development Leadership Series (EDLS), and many more that meet the personal and professional development needs of FSU employees.

The following opportunities are available:

Programs

- Employee and Development Leadership Series (EDLS)
- Administrative Development and Professional Training (ADAPT)
- Supervisor Training Program

Conferences

- FSU Spring and Fall Professional Development Conferences
- University System of Maryland – Professional Development Week

Resources

- Learning Management Resources Guide
- HR Business Partners for researching/developing training



*Application packet based on application from Emory University.