



2021 Virtual Office Assistants Program Agenda

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ALL Zoom links will be shared via email on Wednesday so that you can access each session and be where you need to be!

NOTE FOR YOUR SUPERVISORS - We strongly encourage attendees, with support of your supervisors, to secure a quiet, dedicated space to engage in the program. If that isn't your desk/workspace, please share this with your supervisor so they can help you in locating a better space in which to participate. **THANK YOU!**

All times below are EASTERN

Thursday, April 15

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|------------------------|--|
| 11:00 am ET | Welcome and goals |
| 11:30 am - 12:15 pm ET | first Cohort session and introductions - this will be your home team, your small group, your conference fam! |
| 12:15 - 12:30 pm ET | BREAK |
| 12:30 - 1:30 pm ET | <i>Implicit Bias in the College Counseling Office</i>
Frank Cabrera (Horace Mann School) and Beth Pili (Spence School) |
| 1:30 - 2:30 pm ET | BREAK - Zoom room open for anyone who wants to chat |
| 2:30 - 3:20 pm ET | Discussion Topics in breakouts
<i>Open discussion within self-chosen groups on topics drawn from your survey responses!</i> |
| 3:30 - 4:00 pm ET | Cohort session - debrief the day |
| 4:15 - 5:15 pm ET | <i>Optional</i> "Social" hour - informal hangout and convos |

Friday, April 16

11:00 am ET	<i>Optional</i> Guided Meditation, led by Susanna Stinnett (Choate Rosemary Hall) <i>Join our informal meditation session – no experience necessary! The session will offer a nourishing, no-pressure opportunity to enjoy a few minutes of guided and/or silent meditation. Possible benefits include stress reduction, an increased sense of well-being and community, and a clearer, more focused mind.</i>
11:30 am ET	Regroup, follow up from yesterday; one-word mood/feeling/status in chat
12:00 - 12:30 pm ET	Cohort discussions
12:40 - 1:30 pm ET	Discussion Topics in breakouts <i>Open discussion within self-chosen groups on topics drawn from your survey responses!</i>
1:30 - 2:15 pm ET	BREAK - Zoom room open for anyone who wants to chat
2:15 - 3:00 pm ET	Closing takeaways in Cohort groups

THANK YOU to the team who helped this all come together:

Jill Bansal, Kim Davis, Adriana Flores, Rachael Garcia, Amanda Lem, Annie Oxenhandler, Alexis Pantoja, Wendy Robbins, Terry Tuttle, Veronica Vela, and Kelsey Williams. Thanks also to Susanna Stinnett, Frank Cabrera, and Beth Pili for their essential contributions.