

UNIVERSITY ORGANIZATIONAL  
AND PROFESSIONAL DEVELOPMENT



# ADMINISTRATIVE PROFESSIONAL DEVELOPMENT PROGRAM NOMINATION

2017-18



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**DEADLINE: JULY 31, 2017**

 VirginiaTech®

Division of  
Administrative Services

MEMORANDUM

To: University deans, directors, and department heads

From: John D. Massey, Jr., director of professional development,  
University Organizational and Professional Development

RE: **2017-18 Administrative Professional Development Program Nominations**

Nominations are currently being accepted for the 2017-18 Administrative Professional Development Program cohort. Since 1996, the Administrative Professional Development Program (APDP) has provided a cohort-based, professional growth opportunity to more than 400 employees in administrative support roles throughout the university. Administrative Professional Development Program participants have the opportunity to exchange ideas, develop new skills and knowledge, and network with employees in similar roles across the university.

Information regarding eligibility requirements and nomination guidelines can be found in this packet and are also available [online](#).

To submit a nomination, please complete the attached nomination form by no later than Monday, July 31, 2017. All nomination forms must be signed by the nominee's immediate supervisor and returned to University Organizational and Professional Development via campus mail (0538) or email ([uopd@vt.edu](mailto:uopd@vt.edu)).

Individuals selected for the 2017-18 Administrative Professional Development Program cohort will be notified by August 11, 2017.

Thank you for supporting your staff and their professional development through your nomination.

For more information, contact [University Organizational and Professional Development](#) at 540-231-5100.



## ADMINISTRATIVE PROFESSIONAL DEVELOPMENT PROGRAM

### Nomination Process and Eligibility

Since 1996, the Administrative Professional Development Program (APDP) has provided an opportunity for professional growth to more than 400 university employees in administrative support roles.

Members of the program are able to exchange ideas, while developing and enhancing their skills and abilities. Through the Administrative Professional Development Program, participants can gain a better understanding of campus policies, procedures and programs, enhance their supervisory and communication skills, and increase their confidence in carrying out complex roles.

Administrative Professional Development Program sessions are held the first Wednesday of each month, from 10 a.m. to 12 p.m. at North End Center. Classes begin Wednesday, September 6 and will continue through May. Sessions include presentations on leadership, communication, and other skill building activities.

### ELIGIBILITY

The Administrative Professional Development Program is open to Virginia Tech [classified or university staff](#) in pay bands 2 and 3. To be eligible, employees nominated must meet the following criteria:

- ▶ Perform a variety of administrative duties including, but not limited to, office management, bookkeeping, project management, event coordination, etc.
- ▶ Desire to further develop skills and abilities through active participation in monthly Administrative Professional Development Program training workshops
- ▶ Can commit approximately two to three hours of their work schedules per month between September and May (Note: Participants are required to attend a minimum of six scheduled sessions in order to receive a certificate).

### NOMINATIONS

To be considered for the program, a nomination form must be completed and signed by the nominee's immediate supervisor. Nomination forms should be returned to University Organizational and Professional Development via campus mail (0538) or email ([uopd@vt.edu](mailto:uopd@vt.edu)).

Nominations must be received by **Monday, July 31, 2017**. Individuals selected for the 2017-18 Administrative Professional Development Program cohort will be notified by Friday, August 11, 2017.

For more information, contact [University Organizational and Professional Development](#) at 540-231-5100.

# UNIVERSITY ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT

North End Center ▶ 300 Turner St. NW ▶ Suite 2300 (0538) ▶ Blacksburg, VA 24061  
540-231-5100 ▶ [www.uopd.vt.edu](http://www.uopd.vt.edu)



## ADMINISTRATIVE PROFESSIONAL DEVELOPMENT PROGRAM

**Requirements:** Please print clearly or type all information. This nomination form must be completed by the nominator and returned to University Organizational and Professional Development via campus mail (0538) or email ([uopd@vt.edu](mailto:uopd@vt.edu)).

**Deadline:** Nomination must be received by **Monday, July 31, 2017**. All applicants will be notified by Friday, August 11, 2017 of their selection or non-selection to the program. For more information contact [University Organizational and Professional Development](#) at 540-231-5100.

### NOMINEE INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Campus address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for nomination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List three to four skills or areas you would like to see this nominee develop: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### NOMINATOR INFORMATION

Supervisor's name: \_\_\_\_\_ Nominator's name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Upon signing this form, I indicate my support of the nominee's participation in the 2017-18 Administrative Professional Development Program and approval of the **anticipated time commitment** each month from September to May. I also understand that participants will be required to attend a minimum of six sessions in order to receive a certificate of completion.

Nominator's signature: \_\_\_\_\_



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