

Professional Development Committee Workshop Planning Guide

1. **Choosing a topic, speaker, date:** Topics may be selected to appeal to guidance counselors, admissions counselors or both. Individual speakers or panels have both been used. Public high school guidance counselors need at least 60 days to process a professional day request.
2. **Arrangements:** Each workshop must have a site coordinator to handle the booking of the room, registrations, and mailing with the program details and directions to the site. Some hosts also offer complimentary lunch and a tour of the campus following the program.
3. **Publicity:** NJACAC will advertise each workshop through emails to the membership and the NJACAC website. You may also send out your own individual invitations to those individuals you would like to invite.
4. **Deadlines:** Workshop site coordinators must submit the workshop information to the Professional Development Committee at least 90 days before the workshop date.
5. **Topics:** a wide range of topics have been offered in the past few years.

Preparing the Effective School Profile

EOF Admissions

Preparing Classified and 504 Students to transition to the College Environment

College Counseling 101

Mock Admissions

Emerging Issues

Hot topics in College Admission

Writing Effective Recommendations

Using the ACT to Help Students Succeed

Web Design for School Counselors

Academics and Athletics—How to Counsel the Recruited Athlete

Counseling the Performer and the Artist