Developing Strategies for Success: 
Maximizing the Role of the Financial Administrator

Financial Administrator Development Program 2015-2016

Deb Dunbar, University Director
Organizational Development, University Human Resource Services
Indiana University
812.855.4104
dnelson@iu.edu
Attributes of a “Super Financial Administrator”

Michigan State’s Block S used with permission.  http://cabs.msu.edu/toolkit/logos-marks.html#blocks
Ponder the attributes of a successful Financial Administrator:

Which attributes are your natural strengths?

Which attributes will you need to refine to be a “Super Financial Administrator?”
Application

1a. Describe an upcoming situation in which you might need to say, "No."

__________________________________________________________________________

__________________________________________________________________________

1b. Using the "NO sandwich", write your response:

Options:

No:

Reason:

Options again:

2a. Describe someone's behavior that drives you crazy!

__________________________________________________________________________

__________________________________________________________________________

2b. Use the model we discussed to craft the way in which you might confront this person.

I have a problem and I need your help.
When ______________________________________________happens I feel ________________________________.

I'm willing to ____________________________________________to resolve this.

I'd like you to _______________________________________________.
Will you?
Action Plan
List three strategies to which you will commit in order to maximize your networking opportunities.

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

Action Plan
Describe 3 things you will consistently do during this series, to make sure you remember and act on the things you learn:

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________