Developing Strategies for Success:

Maximizing the Role of the Financial Administrator

Financial Administrator Development Program
2012-2013

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
Attribute Action Plan

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. ______________________________________________________