

**Gender Equity Project Sponsorship Program**  
Spring 2006 Workshop #2

**Capitalizing Gains and Maximizing Progress During the Summer**  
15 March 2006

**Agenda**

- 1:00 – 1:15 pm**      **Program Administration**
1. GEP funds must be spent by May 31, 2006. Contact Annemarie if you have questions.
  2. Summary of interviews with sponsors.
- 1:15 – 2:55 pm**      **Capitalizing Gains and Maximizing Progress During the Summer**
- 1:15 – 2:00**      Discussion: Strategies for a productive summer  
Useful ideas from Activity 1 (see Activities and Discussion handout)
- 2:00 – 2:15**      Activity 2: *Break into groups of 3*  
Identify the major projects you want to accomplish by the end of the summer. Do not compile more than 4 projects. For each project, consider a set of questions.
- What roadblocks to completing these projects might you face? Are they internal or external?
  - What solutions to the roadblocks can you come up with?
  - Will it help to have interns?
  - See Topic Discussion and Activities handout for additional details.
- 2:15 – 2:30**      Report back to the main group: Lessons learned from Activity 2
- 2:30 – 2:45**      Activity 3: *Break into groups of 3*  
The better you define the projects you want to accomplish, the more likely it is that you will complete them. Identify one major project from your list of summer projects.
- Divide the project into 4 to 5 smaller subtasks. Use the subtasks as a guideline to determine the time and resources you need to complete the entire project.
    - What resources will each subtask require?
      - Does the task require materials or facilities that are only available in a specific place or at a specific time?
      - Are there subtasks that you can work on while you travel?
    - How much time will each subtask require?
      - Anticipate here what could go wrong and thus require more time than you initially anticipated.
    - What subtasks can you complete or set up during the semester?
  - See Topic Discussion and Activities handout for additional details.
- 2:45 – 2:55**      Report back to the main group: Lessons learned from Activity 3
- 2:55 – 3:00**      Workshop Evaluation: *Complete part I before leaving*