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.  
  o 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?  
  o How much time will each subtask require?  
    ▪ Anticipate here what could go wrong and thus require more time than you initially anticipated.  
  o 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 1 before leaving