The 2016 TAE4-HA Conference Committee has many great professional development workshops planned for Thursday afternoon.

Each workshop will last 45 minutes with a short break in the middle, except for Getting the Most out of Marketing: Tech Tips. This session will be the full 90 minutes.

**Getting the Most out of Marketing: Tech Tips**

From Instagram to Facebook, to Websites and Blogs...we all wanted to publicize educational programs to the public. This workshop will provide hands-on guidance in posting, tweeting and sharing. Plus attendees will get a variety of tech tips to help make marketing a breeze.

90 minute session

**Getting Your Career on Track**

Whether you are just starting your career with Extension or looking forward to retirement in a few years...this workshop will have what you need. This session will focus on the new Career Ladder System, including tips for writing quality outcome summaries.

Session offered twice

**Building Your Volunteer Bank**

Try as you may....you cannot do it all! Finding the right volunteers is an important part of building a long lasting youth development program. Yet, it can be difficult to know how to recruit, retain, engage, and manage volunteers.

**Organization for People on the Go**

Ever feel like you take one step forward and three steps back? Is your in box always piling up? This workshop will help define, categories and unclutter your day. Extension Agents are always on the go, so having an organizational system in place can make work stay at work and lead to better work-life balance. Session offered twice

**Working Across Generations**

From boomers to millennials the work place can be an adventure across the generational divide. This workshop will highlight methods for build generational relationships and look at how generational characteristics can influence impact a youth development program.

Session offered twice

**Planning for your Future**

Have you started count the days for sleeping in or not being on someone else's schedule? Attendees will learn how to invest for their future to make the most of their income and what steps to take as you move toward retirement.