



Thursday, April 29

Time (EDT)	Session Title	Session Description
10-10:10 AM	Welcome & Opening Remarks	Opening to 2021 GLDC
10:10-11:10 AM	Metrics for Healthy Divisions <i>(best practice sharing)</i>	Pre-work: Review current division metrics, how do they compare with your division? What other metrics do you think should be in place? This session will engage emerging Division leaders early in understanding the metrics that the TEC Sector has for each Division and share best practices.
11:10-11:20 AM	<i>10-minute break</i>	
11:20 AM-12:20 PM	ASME Paper Review Management System <i>(Web Tool) Version 2.0 Update</i>	Will review the updates and enhancements that have been made to the new Web Tool, which launched early last year and was used by all conferences in 2020.
12:20-12:50 PM	Engaging Students & Early Career Engineers <i>(idea swap/roundtable)</i>	Come prepared to share how your Division engages students and early career individuals. We will discuss their needs and ways to support this diverse generation. What special events or sessions are held at your conferences? Are you doing something unique to engage students with the community outside of the conference? This facilitated discussion will allow for best practice sharing as well as challenges related to the engagement of student and early career individuals.

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Time (EDT)	Session Title	Session Description
12:50-1:00 PM	10-minute break	
1:00-1:20 PM	Rapid Talks: -Awards - TEC Development Fund Projects -Finances & Online Financial Reports (OFR)	<p>Awarding engineers for their work is one of the most exciting features of a division. In this session, we'll talk about options to spread the word, and request certificates and honorariums for division level awards.</p> <p>If the division has a an idea for a new event, workshop, conference or seminar the TEC Fund can be used to get started. We will review the requirements for this process.</p> <p>Always know where you stand as a division within ASME's financial structure. Here you will see an example of how to navigate the OFR reports.</p>
1:20-1:35 PM	Breakout Rooms <i>(concurrent sessions)</i>	<p>There will be 3 breakout rooms for you to discuss any ideas or questions you may have from the topics presented in the most recent Rapid Talk session. Attendees are encouraged to visit more than one room.</p>
1:35-1:45 PM	Day 1: Closing Remarks	<p>We'll review the highlights of the day and preview Day 2.</p>

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Friday, April 30

Time (EDT)	Session Title	Session Description
10-10:15 AM	Introduction and Welcome	Opening - Day 2 of GLDC 2021
10:15-10:40 AM	General Session: The Nuts and Bolts of Running Thriving Volunteer Teams	Here we will review Robert's Rules of Order, virtual meeting best practices and working with your staff support.
10:40-11:00 AM	General Session: Networking (Divisions and Professional sections)	Divisions and Sections collaborate and brainstorm on how to work together on valuable activities for ASME members.
11:00-11:55 AM	General Session: Recruiting and Managing Volunteers	We attempt or avoid difficult conversations every day both in our professional and personal lives. Volunteer life is even trickier and can require extra special care at times. In this session we will explore and practice conversations to reduce stress and create a positive environment.
11:55 AM-12:10 PM	General Session: ASME Foundation	What is the ASME Foundation and how it can help contribute to your success?
12:10-12:20 PM	<i>10-minute break</i>	

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Time (EDT)	Session Title	Session Description
12:20-1:05 PM	General Session: ASME of Tomorrow	The world around engineering is changing, and those changes have accelerated quickly because of the Covid-19 pandemic. This session, led by workplace expert and New York Times bestselling author Lindsey Pollak, is an opportunity to learn, understand and move forward in our evolving world of demographic, technological and work environment changes. You'll gain new insights and actionable tips
1:05 - 1:30 PM	Social Media	Provide an overview on the best ways to use social media, do's and don'ts as well as provide a forum for sections to share best practices.
1:30 - 1:45 PM	Know Before You Go	After reviewing and hitting some highlights of what has been covered, what are some key takeaways? Ensure your division is informed by giving a briefing of what you learned here at your next Executive Committee meeting.

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