

Ed Committee

Highlighting the
Office of Professional Development

[SLIDES](#)

January 20, 2026

Today's Objectives

If we are successful today, we will:

1. Be able to apply knowledge of acknowledging, organizing and abstracting paraphrases to conversations
2. Be able to describe the functions of ICCSD's Office of Professional Development

| Section | Why | How |
|------------------------------|--|--|
| Opening | → To prime our brain for today's learning | Introduction & Objectives How do you want your constituents to feel? Read this "quote" from a sample constituent. What would you most want this person to know or feel after talking with you? |
| Paraphrasing | → To be able to define acknowledging, organizing and abstracting paraphrases | What is paraphrasing? <ul style="list-style-type: none">• Why we paraphrase• Different types of paraphrases• Practice Intro to Paraphrasing for Secretaries |
| OPD Work & Impact | → To be able to describe the functions of ICCSD's Office of Professional Development | What does the Office of PD Do Anyway? Overview of our work Ways we're making impact Professional Development Toolkit - Guidelines and Resourc... Purpose of Collaborative Teams |
| Closing | → To cement our learning and solidify next steps | How might you be able to apply the paraphrasing practice you did today to support your daily work, personally or professionally? Exit Ticket: Feedback |