

# **Offices Without Borders: One Person Offices with Unlimited Global Colleagues**

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# Temperature Check

## Who all do we have in the room?

- High School Counselors
- Universities
- IECs

## How large are our teams?

- JUST ME! #FlyingSolo
- 2 person team
- 3 or more people

## How are we feeling about our team/work balance?

- STRESSED! #SendHelp
- So so - doing okay
- I love working solo!
- I love working on a big team!
- Excited and ready to learn!



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# Phillip's Tips and Tricks

## Find Time for Networking! (University Fair and Networking Social)

- Inviting counselors in the region, IECs, and university reps to network for future collaborations
- Intentional time to be together - both celebratory and professional in purpose
- University reps have given feedback it is good B2B impact and marketing for their institutions

## Find Your People!

- Consider joining a local Whatsapp group to stay connected to other outside of your small office
- [The RCR - Regional Counselor Resource - on the IACAC website](#) - get in touch with anyone!
  - Helpful for networking in different regions, building connections, or for a move!
- Consider Volunteering - IACAC Committee, Advisory Board, etc. - Virtual Teams!

## Find Your Groove: Work Smarter, Not Harder!

- Partnering Teacher and Universities together for collaborations
- [Spring Forward Week - Whole School Initiative](#)
- Teacher Events and Teacher Fair



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# Jennifer's Tips and Tricks

## Set Realistic Goals and Delegate

- Map out core responsibilities across the cycle and *identify opportunities for delegation*
- Balance virtual and travel recruitment coverage within staffing limits
- Use quieter times for strategic projects and accept that 1–2 big initiatives may be feasible annually

## Build and Leverage External and Internal Networks

- Participate in professional networks (e.g., IACAC, CIS, International Envoys)
- Establish partnerships with AOs at similar institutions for idea sharing and collaborative travel and virtual recruitment events
- Establish on-campus partnerships with key stakeholders (e.g., international student services, faculty, financial aid) to support recruitment and yield efforts

## Collaborate for Greater Reach and Impact

- Engage in recurring conversations with partner schools for trend analysis and shared strategy
- Focus on mutually beneficial collaborations that expand reach and provide validation and support
- Involve faculty and staff from other departments in recruitment and yield efforts



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# Matthew's Tips and Tricks

## Smarter not Harder (in school)

- GROUPS, GROUPS, GROUPS! (MTSS [ASCA](#))
- Make time whenever possible: Learning Lunches, “Drop in” days
- Schedule time (even whole days) to do the writing
- Consider building relationships with local IECs

## Complementary Counselling

- Lean on the Social-Emotional Counsellor(s) and the [ISCA](#) model for careers curriculum implementation
- All futures talk is emotional: Attend presentations and workshops that build these skills!
- Partner with the parents and alumni
- If you are the only counsellor in a comprehensive model, remember you don't have to be the expert on all the things! Look to some of the external mental health professionals to do workshops

## Use Social Media to be Social

- Interact with the IACAC Facebook group. Comment, share your experiences, ask questions!
- Write that LinkedIn boast (post...)
- Presence, even in the virtual spaces, helps build connections
- Send that private message



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# Activity (10 min)

## 1. Gather in small groups of 3-5 people:

- a. Please include a mix of roles—aim to include at least one counselor, one independent educational consultant (IEC), and one university representative per group if possible.

## 1. Discussion topics and questions:

- a. What are some ways you've successfully navigated working in a one-person or small office setting?
- b. How have you fostered meaningful collaboration with colleagues from all “sides of the desk” (high school, IEC, university)?
- c. What ideas do you have for strengthening communication and partnership among all parts of our shared ecosystem?

## 1. Prepare to Share:

- a. We'll regroup as a whole and invite each group to share one or two ideas or insights for the collective benefit of everyone in the room.



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# Thank You!

- Please scan this QR code to access the slides and resources.



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