

2009 Classified Staff Development Conference

WEDNESDAY – MAY 27, 2009

TITLE: Disaster Preparedness: 10 Things You Need to Know Before Disaster Strikes
TIME: 8:30 AM – 10:30 AM
PRESENTER: Julie Page, California Preservation Program & WESTPAS
LOCATION: G-101
DESCRIPTION: Learn to recognize the difference between an emergency and a disaster. Emphasis on what you can do BEFORE an emergency or disaster occurs, with helpful tips that can be applied in the workplace and at home. A handy tool for emergency planning will be provided.

TITLE: Conflict Resolution
TIME: 8:30 AM – 10:30 AM (Morning Session) & 1:30-3:30 PM (Afternoon session)
PRESENTER: Chris McIntyre, Be! Everywhere You Are
LOCATION: G-106
DESCRIPTION: Edward Deming, the father of quality management, has said that people can face almost any problem except the problem of people. They can work long hours, face the ‘more with less’ mentality, even the loss of a job, but they can’t confidently deal with the difficult people in their lives. This workshop will help you identify some of the ways you may be contributing to that conflict and give you strategies you can adopt to resolve it, at work and in your personal life.

TITLE: Workplace Ethics: Respect and Positive Interaction in the Workplace
TIME: 8:30 AM – 10:30 AM (Morning Session) & 1:30-3:30 PM (Afternoon session)
PRESENTER: Dr. Jim Farris, PacifiCare
LOCATION: G-107
DESCRIPTION: Co-workers who demonstrate integrity and respect in their interactions help cultivate a positive and successful working environment that enhances the bottom line. Why then isn’t every workplace a model of human harmony? For the same reasons our personal lives don’t reflect continuous harmony. This program will introduce communication skills and other behaviors that promote respectful, open ways of relating, settling differences and working effectively as a team.

TITLE: Ethics: Polite Practices in the Workplace
TIME: 10:40 AM -12:10 PM
PRESENTER: Dr. Jim Farris, PacifiCare
LOCATION: G-107
DESCRIPTION: This program takes a serious look at how the use of good and poor manners impacts the work environment. Special attention is paid to “tricky situations” and the appropriate courtesies regarding communication with the opposite sex, clients and management, as well as the appropriate use of electronic communication and voice mail.

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TITLE: Adapting to Today's Economic Climate

TIME: 10:40-12:10

PRESENTER: Steve Munoz, Zuk Financials

LOCATION: G-102

DESCRIPTION:

Managing Market Volatility and What Steps you can Take Now to Weather this Economic Storm. Today's challenging economic environment has many investors worried about their financial futures and concerned with their current investment products and strategies. This workshop will address the current state of our economy and financial markets, compare what is happening today to past events, put things in perspective and most importantly, identify strategies that you can implement now to help you weather the current financial crisis and put your financial future back on the right track.

TITLE: Learn to Excel with Excel: A Beginner's Workshop

TIME: 1:30-3:30 PM

PRESENTER: Susan Mun, SDCCD

LOCATION: LRC 229

DESCRIPTION: This entry-level workshop will introduce the participant to the basics of Microsoft Excel, which is a useful tool for organizing information. Topics covered will be the entry, formatting, and organization of data; charting and graphing via the "Chart Wizard;" elementary functions; and interface with Microsoft Word via "Mail Merge." The workshop will be hands-on, brains-on, and get-your-groove-on.

TITLE: Diversity: M.E.E.T. on Common Ground

TIME: 10:40 AM – 12:10 PM

PRESENTER: Ruth Williams, Pacificare

LOCATION: G-105

DESCRIPTION: We are all unique individuals with our own gifts, skills, concerns, and perspectives. These elements are part of what make us special, but sometimes can set us apart from our co-workers. It's important to find common ground given our differences, and to strive to treat everyone with respect. This program provides information, exercises and a video with vignettes demonstrating the different learning points of the training program.

THURSDAY, MAY 28, 2009

TITLE: CPR

TIME: 8:30 AM – 11:30 AM

PRESENTER: Dan Jurman, Jurman's Emergency Services

LOCATION: L-501/502

DESCRIPTION: This CPR workshop is an American Heart Association course that teaches the participant skills necessary to respond to an unconscious patient and buy time until professional rescuers arrive at the scene. Session also covers the use of an automated external defibrillator(AED). Participants will have as much time as needed to perform hands-on practice with adult, child, and infant mannequins. Choking procedures will also be covered. Upon completion, participants receive a Certificate of Recognition from the American Heart Association (AHA).

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DESCRIPTION:

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TITLE: Leadership: Who's Leading You?
TIME: 8:30 AM – 10:30 AM
PRESENTER: Dan Vega, Leadership Facilitator
LOCATION: G-106
DESCRIPTION:

This two hour course will give the student an understanding of how leadership plays an important role in our everyday lives. It is an interactive course allowing students to participate by sharing actual experiences regarding the various listed topics:

- Managing versus leading
- Criteria for making choices when leading
- How the culture in which you were raised impacts how you lead
- How to change the way you think to be an effective leader
- Leaders versus followers
- First impressions
- Foundations for leadership
- Goal setting

TITLE: Ergonomically speaking
TIME: 10:40 AM – 12:10 PM
PRESENTER: Dr. Debra Holland
LOCATION: G-104

DESCRIPTION: Pain and injury can result from a workstation that has been improperly set up for your physical needs. This program provides participants with valuable information about establishing a physical work environment that maintains personal comfort and enhances productivity. Participants have an opportunity to practice simple exercises designed to keep them healthy and comfortable at work.

TITLE: Professionalism: Managing Career Success
TIME: 10:40 AM – 12:10 PM
PRESENTER: Ruth Williams, Pacificare
LOCATION: G-105

DESCRIPTION: How do you find and succeed at your chosen career? How do behavior, attitude and choices impact success? This program offers participants "food for thought" regarding choices around their future in the workplace. Practical tools for identifying the need for skill development and expanded learning are reviewed.

TITLE: Stress Management: Managing Stress for Success

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TIME: 1:30 PM - 3:30 PM
PRESENTER: Jordan Goldrich, Pacificare
LOCATION: G-107
DESCRIPTION: In this program, participants are provided with a brief overview of stress basics as well as practical suggestions for coping with stressful situations, especially as they occur in the workplace . The concept of stress hardiness is addressed as a focus for healthy stress management . The program provides tools that help reduce levels of employee stress and help to better understand personal and organizational aspects of stress.

TITLE: **Time Management-Session A: Taking Charge of Your Time**
TIME: 1:30 PM – 3:30 PM
PRESENTER: Dr. Debra Holland, Pacificare)
LOCATION: G-105
DESCRIPTION: Time may be our most valuable resource, but it often is given away thoughtlessly, unconsciously or reactively. This seminar focuses on the development of a conscious appreciation of time as a precious asset. Participants are introduced to decision-making and time-allocation techniques .

TITLE: **Time Management-Session B: Simplify Your Life**
TIME: 2:30 PM
PRESENTER: Ruth Williams, Pacificare
LOCATION: G-105
DESCRIPTION: This program encourages participants to look at their inner beliefs as they identify personal roadblocks to streamlining their approach to the requirements of everyday living . The impact of the excuses we make to avoid personal change are examined

TITLE: **Team Building**
TIME: 1:30 PM – 3:30 PM
PRESENTER: Chris McIntyre, Be! Everywhere You Are
LOCATION: G-106
DESCRIPTION: This workshop is a basic course for team leaders and team members, designed to focus on the characteristics of an effective team player and the elements of an effective team. You will leave the workshop with plans for your personal development as a team player and ideas for developing your back-home team.