

## Center for Professional Development Spring 2012 Seminars and Workshops

### DIVERSITY - SAFE ZONE TRAINING

Facilitator: Liz Thompson

Q. What is Safe Zone?

A. Often heterosexual people are called on to be advocates for gay, lesbian, and bisexual people on campus. Heterosexual staff and faculty can have a significant effect on creating a positive culture on a college or university campus.

Heterosexual allies are people who are supportive of gay, lesbian, and bisexual people. Washington and Evans (1991) define an ally as "a person who is a member of the dominant or majority group who works to end oppression in his or her personal and professional life through support of, and as an advocate with and for, the oppressed population" (p.195). Allies of different groups of people, including racial/ethnic minorities, have been instrumental in affecting positive change in the dominant culture.

\*\*\*\*\* Registrants must have attended the Safe Zone 101 training to be eligible to attend the Safe Zone 102\*\*\*\*\*

#### SAFE ZONE 101:

What is Safe Zone? Employees can become members of the Oakton Safe Zone team, by learning how to serve as a resource and become an ally to the GLBTQ community.

Friday, March 23, 1:00pm – 3:00pm, DPC BCC Conference Room A

#### SAFE ZONE 102:

We'll pick up where we left off with more role playing and interactive work-shopping.

Friday, April 13, 2:30pm – 4:30pm, DPC Room 1550

Sponsored by the Diversity Council and the Office of Access, Equity, and Diversity

-----

### LEADERSHIP SERIES

This four session series is designed for professionals looking to enhance their leadership skills and find solutions to everyday workplace challenges. Participants will be actively

engaged in the learning process, focusing on the fundamental building blocks of winning leadership.

How you will benefit:

- Build a leadership style that creates trust, sets a clear vision and guides your entire team toward greater performance
- Learn what real “coaching” consists of and how to build an extraordinary team that works together to deliver results
- Identify the characteristics of effective leaders and the most common saboteurs
- Develop an executive leadership style that adapts to the person and situation
- Improve performance through empowerment and delegation
- Clearly communicate mission, vision, and value statements
- Build a cohesive unit that performs well in all situations
- Continue your growth as a leader through a self-development plan

Facilitator: Lee Ann Piano

SESSION ONE: CHARACTER, CREDIBILITY & INTEGRITY, Friday, February 17, 1:00pm – 3:00pm, DPC Room 2737

The truth is a fun, friendly, high energy atmosphere at work, definitely makes for happier employees. In this fast-paced workshop, you’ll learn techniques for energizing and sharpening your leadership skills and getting your employees on track for super performance and a significant boost in productivity!

This workshop will help you:

- \* Create your leadership values
- \* Establish credibility
- \* Pinpoint personality styles
- \* Avoid the seven deadly sins of leadership
- \* Communicate with language that increases trust, respect, and support from the team
- \* Transform negative thinking and speaking into positive action

SESSION TWO: COACHING/DELEGATING, Friday, March 16, 1:00pm – 3:00pm, DPC Room 2737

Coaching: Excellent leaders are effective coaches. They communicate clear expectations and goals. The person being coached has to know what is expected, but then be given room to make it happen. The most successful coaches are those who seize the “teachable moments” and use them to help develop future leaders.

What you will learn:

- \* Coaching Characteristics which make everyone want to give a 110%

- \* Coaching process & feedback that produces positive change
- \* Principles for people development
- \* 10 secrets of the greatest coaches

Delegating: Do you feel stressed and overloaded? Or does your career seem stalled? Even “Super-You” needs help and support—there is no shame in asking for assistance. When you include and acknowledge all those in your corner, you propel yourself, your teammates and your supporters to greater heights!

What you will explore:

- \* Why people don't delegate
- \* Why you should delegate
- \* When & how to delegate

SESSION THREE: CONFRONTING – CRITICISM & DISCIPLINARY SKILLS,  
Friday, April 13, 1:00pm – 3:00pm, DPC Room 2737

The ability to handle difficult people with determination and diplomacy is a valuable skill for anyone no matter what position level in the workplace. The first step is to become aware of the differences among people and be willing to accept these differences as a positive force within the workplace.

Learn how to:

- \* Master assertive techniques
- \* Avoid the most common mistake well intentioned people make that actually worsens conflicts
- \* Deal positively with the complainers, blamers, & excuse makers
- \* Counteract the negative person who typically says “it won't work”
- \* Identify your own hot buttons and learn how to respond vs. react
- \* How to be consistent with company policies & employee agreements
- \* Begin documenting & what to include

SESSION FOUR: MOTIVATING, Friday, May 4, 1:00pm – 3:00pm, DPC Room 2737

Fostering teamwork is creating a work culture that values collaboration. In a teamwork environment, people understand and believe that thinking, planning, decision making, and taking action are better when done cooperatively.

A teamwork culture is created by doing just a few things correctly. If you are committed, you can create an overall sense of teamwork in your organization and through your participation will rise to new levels of success!

Learn how to:

- \* Understand motivation
- \* Master self-discipline
- \* Avoid traits of dysfunctional teams
- \* Build self-managed teams
- \* Create a no-blame culture, win cooperation, & empower staff members

-----

## HUMAN RESOURCES SUPERVISORY SERIES

\*\*\*These sessions are geared towards managers and supervisors of staff employees\*\*\*

INTERVIEWING AND HIRING, Tuesday, February 7, 1:00pm – 2:00pm, DPC Room 2545

Are you interested in learning the best techniques for hiring great employees? Selecting the right person for the job is more than a “gut feeling.” An effective interview begins with understanding the job you are filling so you know what kind of knowledge, skills and qualities the right candidate must have. Then, craft questions designed to identify the right match for the job. Explore techniques that will result in employing the best candidate and avoid legal problems in the process.

PROGRESSIVE DISCIPLINE AND DOCUMENTATION, Tuesday, February 14, 2:00pm – 3:00pm, RHC Room TBA

PROGRESSIVE DISCIPLINE AND DOCUMENTATION, Thursday, February 16, 1:30pm – 2:30pm, DPC Room 2545

When it comes to dealing with problem employees, managers/supervisors too often apply disciplinary measures inconsistently, don’t keep good records or let emotions drive their actions. In some cases, they simply practice avoidance and let problems fester. This workshop gives you the guidance you’ll need to deal with progressive discipline consistently and effectively.

COMPLAINT INVESTIGATIONS, Friday, March 2, 9:30am – 10:30am, DPC Room 1603

COMPLAINT INVESTIGATIONS, Thursday, March 8, 3:00pm – 4:00pm, RHC Room TBA

Many managers/supervisors have never been trained on how to conduct an investigation properly and they are unaware of the common traps that can turn a poorly conducted investigation into a legal nightmare. This workshop will walk through each of the steps involved so that you’ll know what to do when a complaint surfaces, and have the confidence to handle it properly from the get-go.

SEXUAL HARASSMENT, Wednesday, March 21, 2:00pm – 3:00pm, DPC Room 2812

Surveys show that 40-50% of workers believe they've been sexually harassed on the job at least once. The ideas and information in this workshop will help you as a manager/supervisor to take immediate action to reduce the likelihood of sexual harassment incidents and minimize the damage should a problem surface.

-----

## HUMAN RESOURCES TRAINING SERIES

\*\*\*These sessions are open to all employees\*\*\*

ETHICS, Wednesday, May 16, 1:00pm – 2:00pm, DPC Room 1603  
ETHICS, Thursday, May 17, 2:00pm – 3:00pm, RHC Room TBA

What is ethics and how does it apply to you? We'll discuss our current policies and go over applicable scenarios.

SEXUAL HARASSMENT, Monday, April 23, 10:00am – 11:00am, DPC Room 1625  
SEXUAL HARASSMENT, Tuesday, April 24, 3:00pm – 4:00pm, RHC Room TBA

Surveys show that 40-50% of workers believe they've been sexually harassed on the job at least once. Participants will learn what is defined as sexual harassment and get a clear understanding of its impact.

DRUG FREE WORKPLACE, Monday, June 4, 2:00pm – 3:00pm, DPC Room 1603  
DRUG FREE WORKPLACE, Thursday, June 7, 9:30am – 10:30am, RHC Room TBA

This overview session will discuss Oakton's policies and how they are administered.

PREPARING FOR YOUR STAFF PERFORMANCE APPRAISAL, Tuesday, March 13, 1:30pm – 2:30pm, DPC Room 2440  
PREPARING FOR YOUR STAFF PERFORMANCE APPRAISAL, Wednesday, March 14, 2:00pm – 3:00pm, RHC Room TBA

Why are performance appraisals important? Come learn strategies for a successful evaluation that will promote communication and clarify goals between you and your supervisor.

HARASSMENT AND DISCRIMINATION, Tuesday, March 27, 11:00am – 12:00pm, DPC Room 2812  
HARASSMENT AND DISCRIMINATION, Thursday, April 5, 2:30pm – 3:30pm, RHC Room TBA

There are a wide range of behaviors that may constitute discrimination and harassment. Participants will learn the importance of contributing to a work environment free from discrimination and harassment.

ADA, FMLA AND WORKERS COMP, Wednesday, March 14, 10:00am – 11:00am,  
DPC Room 2440

ADA, FMLA AND WORKERS COMP, Tuesday, April 17, 2:00pm – 3:00pm, RHC  
Room TBA

Find out what is Family Medical Leave Act (FMLA)- eligible; what a disability is and how Oakton accommodates employees with disabilities; and discover the different layers of workers compensation.

-----

### WORKSHOP ON INFORMATION LITERACY ASSIGNMENTS

Participants will create, revise, and evaluate a course assignment intended to enhance students' abilities to access, critique, and select from a variety of information resources. This 6 hour workshop meets over 2 days for 3 hours each session. Using samples of various kinds of assignments (e.g. research paper, informative speech, problem-based learning project, and group presentation), participants will identify learning outcomes, select the types of information resources that they would expect their students to use to complete the assignment, and develop criteria for assessing students' completed assignments. To successfully complete the workshop, participants must attend both workshop sessions (a total of 6 hours) and submit an information literacy assignment for the facilitator's evaluation and feedback.

Enrollment in the two-day workshop is limited to 12 registrants, and will be handled on a first-come/first-served basis. A waiting list will be maintained.

Participation in this professional development workshop counts towards continued eligibility for adjunct faculty and PAC credit for full-time faculty.

WORKSHOP ON INFORMATION LITERACY ASSIGNMENTS: RHC FRIDAY SESSIONS, March 30 & April 6, 1:00pm – 4:00pm, RHC Room P235

WORKSHOP ON INFORMATION LITERACY ASSIGNMENTS: RHC SATURDAY SESSIONS, April 14 & April 21, 9:00am – 12:00pm, RHC Room P235

WORKSHOP ON INFORMATION LITERACY ASSIGNMENTS: DPC WEDNESDAY SESSIONS, April 11 & April 17, 5:30pm – 8:30pm, DPC Room 2418

WORKSHOP ON INFORMATION LITERACY ASSIGNMENTS: DPC THURSDAY SESSIONS, April 26 & May 3, 5:30pm – 8:30pm, DPC Room 2418

-----

D2L TRAINING

D2L ORIENTATION TRAINING, Wednesday, February 8, 2:00pm – 3:00pm, DPC Room 2631

D2L ORIENTATION TRAINING, Wednesday, February 8, 2:00pm – 3:00pm, RHC Room P235

D2L ORIENTATION TRAINING, Thursday, February 9, 2:00pm – 3:00pm, DPC Room 2631

D2L ORIENTATION TRAINING, Thursday, February 9, 1:00pm – 2:00pm, RHC Room P235

D2L Orientation Training is an overview session covering the basic features and tools available in D2L. No previous D2L experience is required.

D2L TOOLS TRAINING: DROPBOX, February 17, 10:00am – 11:00am, DPC Room 2631

D2L TOOLS TRAINING: GRADES, March 2, 10:00am – 11:00am, DPC Room 2631

-----

## CPD WORKSHOPS

### ACCESS 2007 AND 2010 OVERVIEW

Would you like to learn how to create and maintain a database using Access 2007? This workshop which is the first in a series of four will cover the basics of working with data using tables, forms, queries, and reports.

Tuesday February 7, 1:30pm – 3:00pm, DPC Room 1836

### ACCESS 2007 AND 2010 TABLES

This workshop will concentrate on creating and working with Access tables. A basic knowledge of Access or attendance in the Access Overview workshop is recommended.

Tuesday, February 14, 1:30pm – 3:00pm, DPC Room 2418

### ACCESS FORMS AND REPORTS

This workshop will cover how to create forms for adding, editing, and viewing records. It will also cover how to create professional-looking reports.

Tuesday, February 28, 1:30pm – 3:00pm, DPC Room 2418

### ACCESS 2007 AND 2010 QUERIES

Knowing how to query an Access table is important when working with an Access database. You will learn how to complete many action queries in this workshop. Basic Access knowledge is recommended.

Tuesday, March 6, 1:30pm – 3:00pm, DPC Room 2418

MICROSOFT POWERPOINT 2007 BASIC FEATURES

Have you been putting off learning PowerPoint 2007 to enhance your lectures? This workshop will help you learn how to use the basic features of PowerPoint 2007 for displaying key material during lectures. It's not too late to enhance your lectures for this semester or to begin working on them for next semester!

Thursday, February 9, 2:00pm – 3:30pm, RHC Room P235

MICROSOFT POWERPOINT 2007 ADVANCED FEATURES

This workshop is designed for PowerPoint users to discover advanced features of PowerPoint 2007. Topics will include inserting pictures, movies, sound, and hyperlinks for use during presentations.

Tuesday, February 23, 2:00pm – 3:30pm, RHC Room P235

DEVELOPING A WORKBOOK WITH EXCEL 2007

Do you wish you could use Excel 2007 efficiently? Attend this workshop to learn tips and tricks for developing valuable workbooks and spreadsheets.

Thursday, February 16, 2:00pm – 3:30pm, RHC Room P235

LET EXCEL DO THE WORK!

Are you an Excel user who struggles with formulas and functions in worksheets? During this workshop, participants will create a variety of formulas and functions and learn tips for working with them.

Thursday, March 1, 2:00pm – 3:30pm, RHC Room P235

MICROSOFT OFFICE 2007 OVERVIEW

Are you still struggling with Microsoft Office 2007? This hands-on workshop will highlight the latest features common to Microsoft Word 2007, Excel 2007, and PowerPoint 2007. Some of the topics will include the Microsoft Office Button, Applications Options, Office Fluent Interface Ribbon, Dialog Box Launchers, Contextual Ribbon Tabs, Quick Access Toolbar, Key Tips, Status Bar, Mini Toolbar, Live Preview, Document Inspector, and Compatibility with earlier versions.

Thursday, April 5, 1:30pm – 3:00pm, DPC Room 2418

Thursday, April 12, 2:00pm – 3:30pm, RHC Room P235

MICROSOFT WORD 2007 BASIC FEATURES

This hands-on workshop will help you to become more comfortable working with the Word 2007 environment as you create documents. It will concentrate on many of the new features of Word 2007 including new fonts, Contextual Spell Check, Full Screen Reading

View, Quick Style Sets, Quick Parts and Building Blocks Organizer, Themes, SmartArt Graphics, and Templates.

Thursday, April 19, 2:00pm – 3:30pm, RHC room P235

Thursday, April 26, 1:30pm – 3:00pm, DPC Room 2418