

# Professional Development Course Catalogue



**Spring 2010**

**Bo Sellers**

**Professional Development Coordinator**

## Professional Development Calendar

Spring 2010

<b>Date</b>	<b>Workshop Title</b>	<b>Location</b>	<b>Time</b>
January 8	Safety Training: Personal Protective Equipment	MMB	2:00-3:00
January 14	ADA Awareness	MMB	11:00-12:00
January 21	Adaptive Leadership	CC139	10:30-12:00
January 28	Adaptive Leadership	MMB	1:30-3:00
February 4	Safety Training: Bloodborne Pathogens	MMB	2:00-3:00
February 9	Boosting Business Results	CC139	10:30-12:00
February 17	MS Access 2007: Datasheets 101	CC211	1:00-4:00
February 18	Boosting Business Results	MMB	1:30-3:00
February 22	Diversity Awareness	MMB	1:30-2:30
February 25	Workplace Violence Prevention	MMA	11:00-12:00
March 4	Project Management Essentials	CWE	9:00-4:00
March 4	Hiring Manager Essential Interviewing Skills	CC139	10:30-12:00
March 9	Hiring Manager Essential Interviewing Skills	MMB	10:30-12:00
March 10	MS Outlook 2007: Getting Out of Your Inbox	CC123	9:00-12:00
March 16	Safety Training: Fire Egress	MMB	2:00-3:00
March 19	Harassment Prevention in the Workplace	MMB	2:00-3:00
March 23	Creating a High Performance Workplace	CC139	10:30-12:00
March 31	MS PowerPoint 2007: Your First Presentation	CC211	1:00-4:00
April 1	Creating a High Performance Workplace	MMB	10:30-12:00

April 5	Safety Training: Flammable/Combustible Materials	MMB	2:00-3:00
April 9	FERPA Awareness	MMB	10:30-12:00
April 15	Creating a Service Culture	CC139	10:30-12:00
April 20	Creating a Service Culture	MMB	1:30-3:00
April 21	MS Word 2007: Create Your First Document	CC211	9:00-12:00
April 27	Safety Training: Hazard Communication	MMB	2:00-3:00

### **Workshop Descriptions**

*January 8 Safety Training: Personal Protective Equipment MMB 2:00-3:00*

This workshop will help supervisors and employees to understand the types of PPE; know the basics of conducting a "hazard assessment" of the workplace; select appropriate PPE for a variety of circumstances; and understand what kind of training is needed in the proper use and care of PPE.

*January 14 ADA Awareness MMB 11:00-12:00*

This workshop provides supervisors and employees an overview of Federal civil rights laws that ensure equal opportunity for people with disabilities.

*January 21 Adaptive Leadership CC139 10:30-12:00*

*January 28 Adaptive Leadership MMB 1:30-3:00*

Would you like to create higher levels of employee engagement and boost organizational results? Learn to raise your awareness of the differences among people and situations and how to enhance the effectiveness of your interactions by adapting your approach to people based on what they want to discuss and how they think people will respond.

*February 4 Safety Training: Bloodborne Pathogens MMB 2:00-3:00*

All occupational exposure to blood or other potentially infectious materials (OPIM) place workers at risk for infection with bloodborne pathogens. Attend this workshop and become aware of how you can protect yourself and your coworkers.

*February 9 Boosting Business Results CC139 10:30-12:00*

*February 18 Boosting Business Results MMB 1:30-3:00*

Leadership skills have a direct impact on successful business performance in measurable ways. Achieving business results means that leaders must understand and appropriately apply a range of leadership skills. This course teaches leaders a proactive, strategic process they can apply to leverage their leadership skills so that business objectives will be realized.

*February 22 Diversity Awareness MMB 1:30-2:30*

Workshop attendees will discover that diversity encompasses acceptance, respect, and understanding that each individual is unique, and recognizing our individual differences along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

*February 25 Workplace Violence Prevention MMA 11:00-12:00*

Violence in the workplace is a serious safety and health issue. Would you believe that homicide is the fourth-leading cause of fatal occupational injury in the United States? Attend this workshop and learn how to reduce and eliminate violence in your workplace.

*March 4 Project Management Essentials CWE 9:00-4:00*

This course presents foundational information on the “what’s and why’s” of project management, and “real-world” project management techniques. Students are exposed to the basic tenets of project management and terminology that they can use immediately to increase their credibility with their managers, their peers, and their subordinates.

*March 4 Hiring Manager Essential Interviewing Skills CC139 10:30-12:00*

*March 9 Hiring Manager Essential Interviewing Skills MMB 10:30-12:00*

Hiring the wrong person for the job can be very costly in terms of time, money, and productivity. Attend this workshop and learn how to interview applicants for the behaviors, knowledge, and motivation that are needed to be successful on the job.

*March 10 MS Outlook 2007: Getting Out of Your Inbox CC123 9:00-12:00*

While e-mail can make communication more efficient, the sheer volume of messages can also get overwhelming. Outlook 2007 includes flexible features to help you control e-mail volume, find what you need, and act when and where action is required. This course offers a glimpse of what’s available and shows you how to make the best use of messages in your Inbox and beyond.

*March 16 Safety Training: Fire Egress MMB 2:00-3:00*

Participants of this workshop will learn the importance of having a safe and efficient means of leaving a building or facility under emergency circumstances and discover the requirements for exit markings and signs.

*March 19 Harassment Prevention in the Workplace MMB 2:00-3:00*

This workshop will define what harassment is in the workplace and explain what a manager can do to prevent harassment in the workplace.

*March 23 Creating a High Performance Workplace CC139 10:30-12:00*

*April 1 Creating a High Performance Workplace MMB 10:30-12:00*

This workshop provides team leaders with the tools and skills to perform the primary responsibilities that support their team's growth. Leaders learn to diagnose behaviors and conditions that limit team performance. They are equipped to assess team strength and weakness, as well as to use coaching and reinforcing skills to be a catalyst for high performance and continuous improvement.

*March 31 MS PowerPoint 2007: Your First Presentation CC211 1:00-4:00*

Have you been asked to put together a PowerPoint presentation, but you're not sure how to start? This workshop will teach you everything you need to know to create and deliver a presentation. You'll find out how to create slides, put content on them, and make them look good. Then you'll learn how to prepare speaker notes and handouts and get ready to present.

*April 5 Safety Training: Flammable/Combustible Materials MMB 2:00-3:00*

Attending this workshop will increase your awareness of safely handling and storing flammable and combustible liquids in the workplace to include flash points, controlling ignition sources, and ventilation.

*April 9 FERPA Awareness MMB 10:30-12:00*

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Attend this workshop and discover how to respect a student's education records.

*April 15 Creating a Service Culture CC139 10:30-12:00*

*April 20 Creating a Service Culture MMB 1:30-3:00*

Creating a service culture is not a one-time, skills training event. It's an ongoing organizational commitment driven by effective service leaders. Once the strategic focus is defined, service

leaders need to know exactly how to make the service vision a reality. This workshop helps leaders identify barriers to service excellence and provides them with five leader practices to create a service culture.

*April 21      MS Word 2007: Your First Document      CC211      9:00-12:00*

Do you need to use Word 2007, but you're not quite sure how to get started? Take this course to learn the basics of creating your first document. You'll find out how to type where you want to on a page, fix spelling errors, change spacing and page margins, and save your work.

*April 27      Safety Training: Hazard Communication      MMB      2:00-3:00*

In order to ensure chemical safety in the workplace, information must be available about the identities and hazards of the chemicals. Attend this workshop and learn about MSDS and much more.

### **SOAR Like a Falcon with Teambuilding!**

Would you like to challenge your team to enhance their teamwork, communication, and problem-solving skills in dynamic fun filled atmosphere? We can work together to design a unique event for your employees to build high-performing work skills; recognize the team's success on a project; or perhaps assist with employee motivation.

Specially designed activities will simulate work goals and skills through the use of high-energy physical and mental challenges. Your team will make office memories while facing principle based initiatives with consistent themes such as accountability, integrity, teamwork, leadership skills, employee motivation, customer service and managing change throughout each scenario.

**Interested...contact Bo Sellers to find out more!**

### **Registration Information**

Please register to attend these professional development workshops by contacting Bo Sellers at

Email [Bo.Sellers@pierpont.edu](mailto:Bo.Sellers@pierpont.edu)      Phone 304-367-4913

Please let me know you are attending! If there are low registrations the course will be cancelled...sorry.