

2018

CLASSIFIED AND PROFESSIONAL STAFF

PROFESSIONAL DEVELOPMENT

| # | Presentation | Presenter | Date | Time | Location |
|---|---|---|--|---------------|----------|
| 1 | FVCC Money Basics Learn more about the financial management and basic fiscal structure of FVCC. Gain a deeper understanding of how money flows in and out of the College, fiscal sources, and the reasons behind the College's financial structure. | Beckie Christiaens, CFO | Wednesday, Feb 28 | 12:00 – 12:50 | BSS114 |
| 2 | Excel Plus Enhance your everyday Excel skills. This course will go beyond the basics to learn how to work with multiple sheets, format data and cells, perform custom sorts, use the powerful IF function and build charts. | Chris McLoy, Accounting Adjunct Faculty | Wednesday, March 7 | 12:00 – 12:50 | AT122 |
| 3 | Financial Wellness Curious how the new federal tax reform may affect you and what actions, if any, you should be considering? Learn more about these changes and the impact they may have on your finances. | Laura White, CWS, DA Davidson | Monday, March 12 DATE CHANGE | 12:00 – 12:50 | BH140 |
| 4 | Paycor 201 Now that Paycor has been up for six months, let's talk about functionality. Have questions about why something looks like it is calculating differently or where you can find something in Paycor? Join us for answers to users' frequently asked questions and learn tips and tricks that could make your life easier. Hint: Paycor Mobile! | Megan Griffiths, SHRM-CP Mary McLoy, SHRM-CP | Thursday, March 22 | 12:00 – 12:50 | AT144B |
| 5 | Run, Lock, Fight for New, Untrained Employees Only Emergency response tactics. RSVP to cclarke@fvcc.edu | Cory Clarke, Campus Resource Officer | Tuesday, March 27 | 8:00 – 4:00 | AT144B |

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| 6 | <p>Managing Disruptive Behaviors for Supervisors Only We sometimes deal with individuals who make our work difficult. Join our panel discussion and learn how to determine acceptance levels and set the boundaries for disruptive behaviors that you and your employees may face in your department. Discussion will include establishing code words, when and how to call a conversation quits, when to call for the supervisor, and when to push the panic button.</p> | Cory Clarke, Carlin Hale, and Karen Glasser | Wednesday, April 4 | 12:00 – 12:50 | AT144A |
| 7 | <p>Spring Into Health MUS Choices will present the Spring Benefit Tour via WebEx from 10:00 – 11:30. Spring Into Health Wellness Fair will introduce and demonstrate activities and resources to jumpstart a healthy and active lifestyle as we transition into spring and summer. Wellness stations will include cycling, running, disc golf, Nordic walking, Pilates, massage, acupuncture, healthy snacks, and more.</p> | Human Resources FVCC Wellness Committee | Tuesday, April 10 | 10:00 – 11:30 11:30 – 3:00 | AT139 |
| 8 | <p>CPR Learn basic Adult CPR and response to choking skills.</p> | Nursing Faculty | Wednesday, April 11 | 12:00 – 12:50 | BC105 |
| 9 | <p>CPR Learn basic Adult CPR and response to choking skills.</p> | Nursing Faculty | Thursday, April 12 | 4:00 – 4:50 | BC105 |
| 10 | <p>Tips on Professional Grammar We fire off so many messages during the course of a single week, but how often do we really consider the role, audience, and purpose behind our communication? Gain some tips to be sure we are sending the right message.</p> | Kathy Dunnehoff, Writing Adjunct Faculty | Thursday, April 19 | 12:00 – 12:50 | AT144B |

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| 11 | <p>Managing Disruptive Behavior for Employees</p> <p>We sometimes deal with individuals who make our work difficult. Join our panel discussion and learn how to set the boundaries for disruptive behaviors that you may face in the workplace. Discussion will include using code words, when and how to call a conversation quits, when to request your supervisor's assistance, and when to push the panic button. Actually practice listening and responding in tense situations.</p> | Cory Clarke, Carlin Hale, and Karen Glasser | Wednesday, April 25 | 12:00 – 12:50 | BH140 |
| 12 | <p>Understanding Generational Differences</p> <p>To effectively work together and serve our student population, it's important that each generation understands the others. Learn about the motivations of different generations and how you might approach situations differently with communication and understanding.</p> | Amber Paulson-Hofseth, Director of Student Services | Wednesday, May 2 | 12:00 – 12:50 | AT144A |
| 13 | <p>Creating Fillable Forms</p> <p>Learn how to convert your Word document forms into fillable PDFs. Fillable PDFs are the new standard for most forms on the fvcc.edu website. You will learn how easy they are to create, convert and will be easier for students, faculty, and staff to complete and return electronically.</p> | Allison Smeltz, Web Content Specialist | Wednesday, May 9 | 12:00 – 12:50 | AT122 |
| 14 | <p>FVCC Money Basics</p> <p>Learn more about the financial management and basic fiscal structure of FVCC. Gain a deeper understanding of how money flows in and out of the College, fiscal sources, and the reasons behind the College's financial structure.</p> | Beckie Christiaens, CFO | Wednesday, May 16 | 12:00 – 12:50 | AT144A |
| 15 | <p>Creating Fillable Forms</p> <p>Learn how to convert your Word document forms into fillable PDFs. Fillable PDFs are the new standard for most forms on the fvcc.edu website. You will learn how easy they are to create, convert and will be easier for students, faculty, and staff to complete and return electronically</p> | Allison Smeltz, Web Content Specialist | Wednesday, May 23 | 12:00 – 12:50 | AT122 |

