

2018

**CLASSIFIED AND PROFESSIONAL STAFF**

**PROFESSIONAL DEVELOPMENT**

#	Presentation	Presenter	Date	Time	Location
1	<b>FVCC Money Basics</b> 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	<b>Excel Plus</b> 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	<b>Financial Wellness</b> 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 <b>DATE CHANGE</b>	12:00 – 12:50	BH140
4	<b>Paycor 201</b> 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	<b>Run, Lock, Fight for New, Untrained Employees Only</b> Emergency response tactics. RSVP to <a href="mailto:cclarke@fvcc.edu">cclarke@fvcc.edu</a>	Cory Clarke, Campus Resource Officer	Tuesday, March 27	8:00 – 4:00	AT144B

6	<p><b>Managing Disruptive Behaviors for Supervisors Only</b>  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><b>Spring Into Health</b>  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><b>CPR</b>  Learn basic Adult CPR and response to choking skills.</p>	Nursing Faculty	Wednesday, April 11	12:00 – 12:50	BC105
8.5	<p><b>SAVE – Suicide Prevention is Everybody’s Business</b>  Learn the steps needed to take an active and valuable role in suicide prevention. This workshop is geared toward veterans, however, the information provided can be applied to all students.</p>	Juliana Hallows, Suicide Prevention Coordinator	Thursday, April 12	3:00 – 4:00	LRC123B
9	<p><b>CPR</b>  Learn basic Adult CPR and response to choking skills.</p>	Nursing Faculty	Thursday, April 12	4:00 – 4:50	BC105
10	<p><b>Tips on Professional Grammar</b></p>	Kathy Dunnehoff, Writing Adjunct Faculty	Thursday, April 19	12:00 – 12:50	AT144B

	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.				
11	<b>Managing Disruptive Behavior for Employees</b> 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.	Cory Clarke, Carlin Hale, and Karen Glasser	Wednesday, April 25	12:00 – 12:50	BH140
12	<b>Understanding Generational Differences</b> 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.	Amber Paulson-Hofseth, Director of Student Services	Wednesday, May 2	12:00 – 12:50	AT144A
13	<b>Creating Fillable Forms</b> Learn how to convert your Word document forms into fillable PDFs. Fillable PDFs are the new standard for most forms on the <a href="http://fvcc.edu">fvcc.edu</a> 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.	Allison Smeltz, Web Content Specialist	Wednesday, May 9	12:00 – 12:50	AT122
14	<b>FVCC Money Basics</b> 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, May 16	3:00 – 4:00	AT144AB

15	<p><b>Creating Fillable Forms</b> Learn how to convert your Word document forms into fillable PDFs. Fillable PDFs are the new standard for most forms on the <a href="http://fvcc.edu">fvcc.edu</a> 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
16	<p><b>Excel Basic</b> Enhance your everyday Excel skills. This course will teach the basics of working with multiple sheets, formatting data and cells, and performing data sorts.</p>	Chris McLoy, Accounting Adjunct Faculty	Thursday, May 31	10:00 – 10:50	BSS135
17	<p><b>Excel Beyond</b> This course will go beyond the basics with more in-depth functions, building charts and graphs and using pivot tables.</p>	Chris McLoy, Accounting Adjunct Faculty	Thursday, May 31	11:00 – 12:00	BSS135
18	<p><b>Supervisor Paycor – One Fell Swoop!</b> At the close of a pay period supervisors can simultaneously approve payroll while learning hands-on tips for managing employee time cards, leave requests, and leave reports.</p>	Megan Griffiths, SHRM-CP Mary McLoy, SHRM-CP	Tuesday, June 5	1:00 – 1:50	BSS135
19	<p><b>Investment Alphabet Soup</b> What’s the difference between a 403(b), 457, and Roth plans? Knowing the difference in retirement options can help you make informed choices about what's right for you.</p>	Laura White, CWS, DA Davidson	Wednesday, June 6	9:00 – 9:50	AT144A