

Course #	Professional Development	Speaker	Date/Time	Location
1	Fire Extinguisher Training - COMPLETED	Mahugh Fire & Safety	August 20 / 1:00 – 2:00	BSS 115
2	Everything You Ever Wanted to Know about Writing but Were Afraid to Ask - COMPLETED	Kathy Dunnehoff	September 17 / 12:00 – 1:00	BL214/215
3	FVCC 101 - COMPLETED	FVCC Team	September 26 / 10:00 – 2:00	BL214/215
4	FVCC 201- Campus Tour	Morgan Ray	October 11 / 2:00 – 4:00	BH Lobby
5	Organizational Change: Not for the Faint of Heart!	Phil Quigley	October 23 / 9:00 – 11:00	BL214/215 ROOM CHANGE
6	Even More Than You Ever Wanted to Know about Writing but Were Afraid to Ask	Kathy Dunnehoff	November 4 / 12:00 – 1:00	BL214/215
7	Trauma Informed Approaches - FILLED	Eliza Thomas	November 14 / 10:00 – 11:00	BH140
8	Deliver a Non-Boring Presentation - FILLED	Allison McCarthy	December 5 / 2:00 – 3:00	BL214/215
9	Recognition of Stress and Opportunities for Self-Care - FILLED	Laura Dickerson	December 11 / 10:00 – 11:00	BL214/215
10	Planning for Retirement - FILLED	Laura White	January 8 / 10:00 – 11:00	BL214/215
11	CPR/AED/Choking Response - FILLED	FVCC Nursing	January 15 / 3:00 – 4:00	BL214/215
12	Run, Lock, Fight	Cory Clarke	January 17 / 9:00 – 4:00	BSS
13	Accreditation: It's Here!	Jessica Hopkins	February 4 / 10:00 – 11:00	BH140
14	The Most That You Ever Wanted to Know about Writing but Were Afraid to Ask	Kathy Dunnehoff	February 20 / 12:00 – 1:00	BL214/215
15	The Stress/Chaos Connection - FILLED	Laura Dickerson	February 12 / 10:00 – 11:00	BL214/215
16	Accreditation: It's Here!	Jessica Hopkins	March 11 / 2:00 – 3:00	BH140
17	Lightening the Load - FILLED	Laura Dickerson	March 11 / 10:00 – 11:00	BL214/215
18	FVCC Finance Fundamentals - FILLED	Beckie Christiaens	May 6 / 10:00 – 11:00	BH140

COURSE DESCRIPTIONS BELOW

1. **Fire Extinguisher Use** – Completed.
2. **Everything You Ever Wanted to Know about Writing but Were Afraid to Ask** – Submit your questions or pieces of writing, and we'll dive into getting some answers for you. The first in a series of three writing workshops. Take all of the courses to build on your skills or enroll in individual sessions. Lunch provided.
3. **FVCC 101** – Do we have sports teams? What do the BIT, FERPA, ATD acronyms mean? Where can I find FVCC beer? Come to this session and learn these essential elements about FVCC – especially if you are a new employee. Develop new friends and build your network with other employees across campus! Lunch provided.
4. **FVCC 201** – Join us for an in-depth walking tour of FVCC. While walking across campus, we will learn about our programs, student support services, and a bit about the history of the college. Please plan to bring a water bottle and dress accordingly, no matter what Montana weather may bring!
5. **Organizational Change: Not for the Faint of Heart!** - You know your organization needs change. You may even know what the change needs to be—a new software system, a new strategy, a reorganization, a revitalized culture. But somehow, change comes slowly, accompanied by apprehension, anxiety, and doubt. In this workshop, we'll highlight the vital role people play in making change happen.
6. **EVEN MORE Than You Ever Wanted to Know about Writing but Were Afraid to Ask** – More writing questions! More answers! And when we are done, you'll be ready to tackle your next writing task with useful insights and handy tools. The second in a series of writing workshops. Lunch provided.
7. **Trauma-Informed Approaches** – Everyone has a story; some are traumatic. How do you honor others' experiences and accomplish the goals of your job? Come learn about some trauma-informed practices and strategies you can utilize in your work setting. Walk away with ideas to try immediately.
8. **Deliver a Non-Boring Presentation** - Obtain some "First Aid" tips for PowerPoint presentations in this session. Learn specific techniques on delivery as well as methods to keep your slides fun, relevant, and impactful. And we will also discuss what not to do -- so that you can sidestep any big mistakes.
9. **Recognition of Stress and Opportunities for Self-Care** – Learn how to accurately and realistically identify your stressors. Gain skills on how to navigate your self-care needs within tight schedules from presenter Laura Dickerson, MA, LAC, NCAC1, SAP.

- 10. Planning for Retirement** – How do you prepare for retirement? Learn about the steps you need to take, and when you need to take them, so you are ready for when that time comes. Knowing your retirement options can help you make informed choices about what's right for you.
- 11. CPR/AED/Choking Response**– For first-time learners or as an annual refresher, this training will teach adult CPR, how to use an AED, and respond to a choking victim. This is a hands-on course practicing on mannequins, so wear comfortable clothing for being active.
- 12. Run, Lock, Fight** – Learn how to take action to protect yourself and others in the event of an active shooter, violent behavior, or threat on campus. Hands-on, active participation, and response actions during this course. New employees are highly encouraged to attend.
- 13. Accreditation, It's Here!** - The Northwest Commission on Colleges and Universities (NWCCU) accredits FVCC. An NWCCU evaluation team will visit FVCC on April 27th – 29th, 2020 as part of a comprehensive evaluation to reaffirm our accreditation status. YOU are an integral part of this process. This session will prepare us to present the excellent work that we do, respond appropriately to questions from the evaluation team, and demonstrate our commitment to continuous improvement.
- 14. THE MOST That You Ever Wanted to Know about Writing but Were Afraid to Ask** – If you think we could ever run out of writing lessons as we look at new writing samples and field fresh questions, you haven't been a writing teacher for 28 years! We'll find new topics to discuss and short-cuts to uncover. The third in a series of writing workshops, but you can participate without taking the prior two. Lunch provided.
- 15. The Stress/Chaos Connection** – Knowing how to thrive within stressful environments is vital to success. Learn time management versus management by crisis and some stress-busting techniques to put into action.
- 16. Accreditation, It's Here!** – The Northwest Commission on Colleges and Universities (NWCCU) accredits FVCC. An NWCCU evaluation team will visit FVCC on April 27th – 29th, 2020 as part of a comprehensive evaluation to reaffirm our accreditation status. YOU are an integral part of this process. This session will prepare us to present the excellent work that we do, respond appropriately to questions from the evaluation team, and demonstrate our commitment to continuous improvement.
- 17. Lightening the Load** - It's incredible to think that we spend more time daily with the people we work with than our own families. Collaboration with co-workers is essential to making the workplace enjoyable and productive. Learn some skills in achieving work-life balance.

18. Finance Fun – Ready to learn the FUN-damentals of new business processes and procedures that Campus Management brings, emphasis on “fun”?! Get yourself ready for an easier transition as you learn the code to interpreting the new chart of accounts. Go beyond the basics as you demystify the mystical in fiscal affairs.