

PROFESSIONAL DEVELOPMENT ACADEMY

PDA WORKSHOPS - FALL 2018

Managers & Supervisors Series							
Audience	Workshops	Hrs.	Trainer	Dates	Time	Campus	Bldg./Rm
Managers	Understanding ADA and Workers Comp & Leaves	2.5	Ingrid	Sept. 18	9:30 - 12:00	CSM	16-206
Managers	Project Management: Tools and Tips	2.5	Jackie	Oct. 2	1:00 - 3:30	Cañada	3-104
Managers	Taking the Difficult out of Difficult People	2.5	Beth	Oct. 11	9:30 - 12:00	Skyline	6-204-6-206
Managers	Title IX & Sexual Harassment Training for Managers & Supervisors	1.5	Mwanaisha	Oct. 18	1:00 - 2:30	CSM	10-192
Managers	Creating and Leading a Culture of Innovation	2.5	Jackie	Oct. 24	9:30 - 12:00	Skyline	6-204-6-206
Managers	Transitioning from Middle to Senior Management	2.5	Panel	Oct. 24	1:00 - 3:30	Skyline	6-204-6-206
Managers	Grant Management for New Supervisors & Managers	1	Jim & Michelle	Nov. 1	1:30 - 2:30	Skyline	6-202
Managers	Navigating and Managing Workplace Conflict	2.5	Rae Ann	Nov. 9	9:30 - 12:00	Cañada	3-104
Managers	Difficult Conversations: How and When to Have Them	2.5	Jackie	Nov. 28	9:30 - 12:00	CSM	19-105
Managers	Driving Performance in Teams	2.5	Jackie	Dec. 4	1:00 - 3:30	Cañada	3-142

Staff Development Series							
Audience	Workshops	Hrs.	Trainer	Dates	Time	Campus	Bldg./Rm
Staff	Student Focused Customer Service	2	Jackie	Sept. 24	1:00 - 3:00	Skyline	6-202
Staff	Essential Supervisory Skills	2	Rae Ann	Sept. 26	9:00 - 11:00	Cañada	13-113
Staff	Leading Effective & Productive Meetings	2	Rae Ann	Sept. 26	1:00 - 3:00	CSM	14-202
Staff	Intercultural Communication	2	Beth	Oct. 2	9:00 - 11:00	Skyline	6-202
Staff	Emotional Intelligence in the Workplace	2	Rae Ann	Oct. 12	9:00 - 11:00	Cañada	3-142
Staff	Effective Email Communication & Etiquette	2	Rae Ann	Oct. 12	1:00 - 3:00	CSM	14-202
Staff	Unconscious Bias	2	Mwanaisha	Oct. 18	9:00 - 11:00	Skyline	6-202
Staff	Dealing with Difficult People	2	Jackie	Oct. 25	9:00 - 11:00	Cañada	13-117
Staff	Time Management & Wellness	2	Jackie	Oct. 30	9:00 - 11:00	Cañada	13-117
Staff	Understanding ADA and Workers Comp & Leaves	2	Ingrid	Nov. 7	1:00 - 3:00	Cañada	3-142
Staff	Healthy Ways to Deal with Stress	2	Rae Ann	Nov. 9	1:00 - 3:00	CSM	14-202
Staff	Title IX & Sexual Harassment Training	2	Mwanaisha	Nov. 15	1:00 - 3:00	Skyline	4-301
Staff	Unconscious Bias	2	Mwanaisha	Nov. 15	9:00 - 11:00	Cañada	13-212

Computer Training Series							
Audience	Workshops	Hrs.	Trainer	Dates	Time	Campus	Bldg./Rm
All	MS EXCEL: Beginner	3	Hilda	Sept. 25	9:00 - 12:00	CSM	19-126
All	MS EXCEL: Intermediate	3	Hilda	Oct. 11	1:30 - 4:30	Skyline	2-117B
All	Outlook Tips & Tricks	2	Hilda	Oct. 19	1:00 - 3:00	CSM	14-101
All	MS EXCEL: Advanced	3	Hilda	Oct. 23	9:00 - 12:00	Cañada	13-212
All	Pivot Tables & Formulas: Tips & Tricks	2	Hilda	Oct. 31	10:00 - 12:00	CSM	14-105
All	MS WORD: Intermediate	3	Hilda	Nov. 13	1:00 - 4:00	Skyline	8-119
All	MS WORD: Advanced	3	Hilda	Nov. 29	1:00 - 4:00	Cañada	3-104
All	MS WORD: Advanced	3	Hilda	Dec. 4	9:00 - 12:00	CSM	19-126
All	MS EXCEL: Advanced	3	Hilda	Dec. 4	1:00 - 4:00	Skyline	8-119