Classified Development Day • 2015

WEDNESDAY
APRIL 8

CHANGE IS IN THE AIR
Dear Classified staff members,

Welcome to the 17th annual Classified Development Day! This day has been planned especially for you by the Classified Development Committee. The theme for this year’s event is Change is in the Air! Indeed, we are experiencing a lot of positive and innovative change on campus that will provide numerous opportunities for new programs to be developed, professional growth and advancement for employees, and more learning opportunities for our students. The sky’s the limit to what we can accomplish and achieve!

I want to thank the Classified Development Committee members for their work coordinating this event. They are an amazing group of people to work with and are dedicated to making Classified Development Day an extra special event for you. A special thank you also goes to Chancellor Dr. Dianne Van Hook and the SCCCD Board of Trustees for their continued support of Classified Development Day and professional development opportunities for all employees throughout the year.

I hope that you enjoy the workshops and activities designed especially for you at this event!

Sincerely,

Leslie Carr
Director, Professional Development

2015 CLASSIFIED DEVELOPMENT COMMITTEE

Lin Betancourt (Chair)
Colette Blanchard (Vice Chair)
Beryl Lawrence
Chloe McGinley
Chris Neal
Jamie Page
Debbie Sall
Faiqa Yazdani
Classified Development Day 2015
- Schedule of Activities At-A-Glance -

8:00 – 8:45 Check-in, Continental Breakfast – University Center 258
(Coffee, Tea, Danish, Fresh Fruit)

8:45 – 8:50 Welcome – Ms. Leslie Carr, Director Professional Development

8:50 – 9:45 Get-to-Know-You Activities

9:45 – 10:00 Break

10:00 – 12:00 Keynote Presentation
- Creating a Courageous Capacity for Change
  Presented by Dr. Dianne Van Hook

12:00 – 12:45 Lunch – University Center 258

1:00 – 2:15 Session 1 Workshops – Choose one of the following:
  • Generations in the Workplace – UCEN 205
  • Benefits of CSEA Membership – UCEN 206
  • Growing Your Career at COC – UCEN 207

2:15 – 2:30 Break – Snacks available in UCEN 258

2:30 – 3:45 Session 2 Workshops – Choose one of the following:
  • Suicide Intervention & Prevention – UCEN 207
  • Exceptional Customer Service – UCEN 206
  • Work/Life Balance and Joyful Peace – UCEN 205

3:45 – 4:30 Prize Give-Away and Closing Remarks
Working with Four Generations: The Changing Workplace – UCEN 205
PRESENTER: MR. GREG SHROUT

The workplace is changing! For the first time in American History, there are four generations in the workplace at the same time. This dynamic brings unique circumstances, challenges, and opportunities for both employers and employees. At this session, you will identify the characteristics, preferred work and communication styles of these four diverse generations in an effort to make the workplace positive, productive and rich with the diverse experiences and contributions of a multi-generational workforce.

Benefits of CSEA Membership – UCEN 206
PRESENTER: MS. BETH BREEDLOVE

Find out all about your CSEA Member Benefits! Learn all about how to save hundreds of dollars for you and your family with the following benefits just for CSEA members:

- No cost legal assistance
- Mortgage programs
- Auto and home insurance
- Auto buying
- Education scholarships and grants
- Assistance with CalPERS and Social Security retirement planning
- Movie and amusement park discounts

CSEA has you and your family covered with the essentials!

Growing Your Career at COC – UCEN 207
PRESENTERS: DR. DIANE FIERO, MS. CATHY RITZ

Have you been thinking about the future of your career here at COC? Do you desire to increase your skills set and grow professionally in hopes of achieving a higher-level position someday? This is a major decision that requires careful consideration of a variety of factors. Come to this session to hear from two established COC administrators who will provide information on opportunities available to you that can help you position yourself and be prepared for future professional growth at COC, including:

- Campus committees
- Professional Development opportunities
- Earning a Bachelor’s or Master’s degree in the University Center
- Serving on a non-profit board
- Joining a professional organization

Bring your questions on career advancement to this session.
Suicide Intervention & Prevention – UCEN 207
PRESENTER: MR. LARRY SCHALLERT
This session is designed to help staff identify risk factors and warning signs of suicide. You will learn:

• How to respond compassionately and effectively in order to prevent suicide and self-harm
• Support students who may be experiencing significant distress interfering with their academic or personal functioning
• Know campus and community resources with whom students and others can be linked

This session is a must for all front line student contact positions!

Exceptional Customer Service – UCEN 206
PRESENTER: MR. KEVIN ANTHONY
Good customer service is all about bringing customers back. It’s also about sending them away happy - happy enough to pass positive feedback about your business along to others, who may then try the product or service you offer for themselves and in their turn become repeat customers. This holds true for educational institutions as well. Our students, colleagues, and community members are our customers. We have always taken great pride in delivering exceptional customer service to our students here at COC. Come to this session to explore some new tools that will keep our customer service one of the key attractions of our great college.

Work/Life Balance and Joyful Peace – UCEN 205
PRESENTER: MS. DORIS MARIE ZIMMER
During the early 1970s the American media, through TIME Magazine, declared that STRESS was a significant cause of dysfunction and illness in Americans from all walks of life. Since that time a great amount of resources have been spent in the study, understanding and the treatment of stress in our everyday lives. This seminar will help attendees to understand how stress is created, how chronic stress is debilitating and unhealthy, and what simple and doable practices can be done to address, reduce and remove stress from our lives. Participants will leave with an understanding of the meaning of work/life balance and specific ways to achieve the same in their own lives.
REGISTRATION FORM

College of the Canyons
Classified Development Day

Wednesday, April 8, 2015

Please detach and return the completed registration form to the Professional Development mailbox by Wednesday, April 1st.

Name: ____________________________________  Phone Ext. ___________
Department: _______________________________________________________

Please select **one workshop in each time block** that you plan to attend:

**1:00 – 2:15pm**
- □ Generations in the Workplace – UCEN 205
- □ Benefits of CSEA Membership – UCEN 206
- □ Growing Your Career at COC – UCEN 207

**2:30 – 3:45pm**
- □ Suicide Intervention and Prevention – UCEN 207
- □ Exceptional Customer Service – UCEN 206
- □ Work/Life Balance and Joyful Peace – UCEN 205

Thank you! Please return this form to the Professional Development Office by **Wednesday, April 1, 2015.**