



CLASSIFIED STAFF PROFESSIONAL DEVELOPMENT DAY MARCH 15, 2016

8:00 a.m. – 8:30 a.m. CHECK-IN & BREAKFAST/NETWORKING IN THE PAVILLION

Please stop by the Classified Sign-in table to get more information about the complementary giveaways at the CPDC workshops.

8:30 a.m. – 9:30 a.m. OPENING SESSION in the Pavilion

Keynote Speaker: Dr. Kathryn Jeffery, Ph.D.

Workshop 1

9:40 a.m. – 11:00 a.m.

SCI 145

The Classified Builder: Tools for Professional Advancement

Location: SCI 145

Presenter: Classified Staff Professional Development Committee

Come and meet face-to-face with the Classified Professional Development Committee (CPDC). We will share feedback regarding training opportunities classified staff has requested. Hear the latest about our upcoming training programs, including our Customer Service Academy, technology training, and an additional Spanish series. We will also provide you with information on how to take advantage of all tuition reimbursement opportunities.

Workshop 2

11:10 a.m. – 12:30 p.m.

SCI 145

Dealing with Difficult & Demanding People

Location: SCI 145

Presenter: Inner Fitness

Never again fall victim to those who love to make life miserable for the rest of us. Learn concrete techniques for dealing with difficult people in the workplace and at home. Discover specific strategies to get adversaries to cooperate, bullies to back off, wallflowers to open up, and chronic complainers to quiet down. Find out how you can approach your job with more enjoyment, deal with coworkers and family members with greater confidence, and improve cooperation, collaboration, and compromise to create a more productive and satisfying workplace and home life.

Lunch Served by: SMC's Campus Kitchen	12:30 p.m. – 1:30 p.m.	Pavilion
Workshop 3	1:40 p.m. – 3:00 p.m.	SCI 145
<p>Classified Upward Mobility: Unlock Your True Potential Location: SCI 145 Presenter: Flavio Medina-Martin and Carol Long</p> <p>Learn the secrets to unlocking your true potential in mastering the art of your own upward mobility track. In this workshop you will learn the major elements of the overall classified hiring process. Elements include: Self-Assessment, the Application Process, the Interview Process, the Aftermath and Self-Reflection. We will explore techniques on how to successfully master all of these elements.</p> <p><u>Bring lots of Paper and your Questions! Get ready to learn about “The Process” and about yourself!</u></p>		

**** STARRED WORKSHOPS ARE OFFERED EXCLUSIVELY TO CLASSIFIED STAFF.

Classified staff may also attend workshops provided by the Joint Academic Senate Professional Development Committee.