


District Staff Development Summer 2008 Training Schedule





Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 INDEPENDENCE DAY HOLIDAY 	5
6	7	8 SEMS/NIMS Training 1:30-4:30pm MC TAV 130	9 Introduction to Pilates 12:45-1:45pm Baltic Room	10	11 LDA 'Plan. Performance Discussions' 9am-12:30pm WVC Board Room	12
13	14 Emergency Preparedness 1:30-4:30pm MC TAV 130	15 SEMS/NIMS Training 1:30-4:30pm MC TAV 130	16	17	18 LDA 'Plan. Performance Discussions' 1-4:30pm WVC Club Room	19
20	21 Loving Relationships 10-11:30am WVC Club Room	22	23	24 LDA 'Plan. Performance Discussions' 1-4:30pm MC CC219/220	25	26
27	28	29 LDA 'Plan. Performance Discussions' 9am-12:30pm MC CC219/220	30	31		



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 Nurturing the Self Through Stress 10-11:30am MC (Room TBA)	12	13	14	15 	16
17	18	19	20	21	22	23
24	25	26	27 New Employee Orientation Location TBA	28 Joint College Fall Flex Day 9am-4pm MC (Rooms TBA)	29	30
31						



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 LABOR DAY HOLIDAY 	2	3	4	5	6
7	8	9	10	11	12 The Changing Global Culture: Its Impact on the American Culture 10-11:30am WVC Club Room	13
14	15	16	17	18	19	20
21	22 Emergency Preparedness 1:30-4:30pm MC TAV 130	23 SEMS/NIMS Training 1:30-4:30pm MC (Room TBA)	24	25 Islam: A Brief Overview 12-1pm MC (Room TBA)	26 	27
28	29	30				

See below for workshop and event descriptions

Staff Development Mission: Developing systems to provide for continuous improvement of our institution to accomplish its mission by improving the attitudes, skills, knowledge, and performance of people within our Colleges and District.

SEMS/ICS/NIMS Training Workshops

This workshop will provide attendees with the NIMS compliance training which state and local employees are required to have. It will cover the State Emergency Management System Introduction course, the Incident Management System, and the National Incident Management System IS 100, IS 200, and IS 700. Students will be given a certificate after successfully passing a written test. All college staff and faculty members are encouraged to attend.

Conducted by Frank Ramos, a former Fire Captain with over 30 years of experience and Mike Hall, Director Bay Area Environmental Training Center, Michael Hall has over 20 years of experience in developing and conducting Emergency Response and Training for industry and College personnel.

Tuesday, July 8 – 1:30 - 4:30pm @ MC TAV 130

Tuesday, July 15 – 1:30 - 4:30pm @ MC TAV 130

Tuesday, September 23 – 1:30 - 4:30pm @ MC (Room TBA)

Emergency Preparedness

This workshop will provide the attendee with valuable information about how to prepare for a disaster. This includes developing a family plan and gathering emergency supplies. Also included in the workshop will be the presentation of Mission College emergency evacuation procedures and other emergency protocols such as evacuation procedures and emergency classroom phone instructions.

Conducted by Frank Ramos and Mike Hall (See above for more information on these instructors.)

Monday, July 14 – 1:30 - 4:30pm @ MC TAV 130

Monday, September 22 – 1:30 - 4:30pm @ MC TAV 130

Leadership Development Academy (LDA) Develop Level 2008

Summer workshops: *Managing the Performance of Others*

July module – *Planning for Performance Discussions*

August module – *Clarifying Performance Discussions*

As the manager or supervisor of a group or team, leaders help others perform the work that ultimately makes an organization successful. They must ensure employee performance aligns with the direction and strategy of the organization. The skills taught in this group of workshops help participants prepare for and conduct different types of performance-related discussions.

For those managers and supervisors participating in the Leadership Development Academy please check the dates on the calendars above. Contact Staff Development for more information and to register at extension 2118 or email: staff_development@wvm.edu

Introduction to Pilates

Learn how Pilates mat exercises can improve your posture, balance, and body alignment. This workshop will provide you with the foundation to begin an exercise routine that will strengthen the muscles of your lower back, hips, and abdominals. Other benefits include relaxation, stress reduction, and injury prevention. Pilates exercises also improve your ability to perform everyday tasks and can even improve your golf and tennis game! Please wear comfortable clothes and bring an exercise mat. We will perform a few exercises on the floor. For more information, contact Heidi Davis, Ed.D in the Physical Education Department at x2522.

Wednesday, July 9 – 12:45 - 1:45pm @ WVC Baltic Room

Loving Relationships

Loving Relationships is an exploration of the social norms defining relationships. The beliefs and communication skills that help or hurt relationships will be explored, as well as how we can create the best environment for establishing collaborative, heart-centered relationships. Bring your sense of humor to explore the many perspectives of relationships.

The workshop will be led by Ranjana Bhatnagar, MA and Janet Moore, Licensed Clinical Social Worker (LCSW) of Relationship Solutions, Inc. (See below for more information on these instructors.)

Monday, July 21 – 10:00 - 11:30am @ WVC Club Room

Nurturing the Self Through Stress

This workshop is designed to teach you self nurturing skills that will empower you to cope with stress. Learning meditation and mindful breathing in action allows the body to calm so that you can access wise mind for conscious use in solving problems in any area. Please bring a tape recorder if you would like to use the guided meditation at home. You will also be given a guide to creating your own guided meditation.

The instructor, Janet Moore, LCSW, has her BA in Psychology and her master's degree in Social Work. Licensed in 1993, she works with individuals, families, couples and children. She, along with Ranjana Bhatnagar, have founded Relationship Solutions, Inc. in order to foster world peace through individual and corporate responsibility by providing increased harmony within the self, the home and work environments.

Monday, August 11 – 10:00 - 11:30am @ MC (Room TBA)

The Changing Global Culture: Its Impact on the American Culture

This workshop focuses on the key issues of globalization and its impact on the changing American culture. The workshop focuses on the value of understanding cultural issues. Reflecting on your own cultural identity will give you the insights to enable you to better understand the process of biculturalization.

The instructor, Ranjana Bhatnagar, MA, is an educator with a master's degree in Human Development, specializing in Bicultural Development. She, along with Janet Moore, have founded Relationship Solutions, Inc. in order to foster world peace through individual and corporate responsibility by providing increased harmony within the self, the home and work environments.

Friday, September 12 – 10:00 - 11:30am @ WVC Club Room

Islam: A Brief Overview

This workshop is for those interested in learning the history and basic tenets of the fastest growing religion in the United States of America. Mehrzad Karimabadi, the Program Assistant for Community Education at Mission College, will present the basics and then focus on Islam as it relates to our contemporary world. For more information, contact Mehrzad Karimabadi at x5505.

Thursday, September 25 – 12:00 - 1:00pm @ MC (Room TBA)

ONLINE TRAINING

Looking for a convenient way to attend training? Take an online workshop, when and where you want! The following 3 workshops are engaging and interactive e-learning solutions developed by employment lawyers. All employees are encouraged to attend these sessions that focus on employment law and professional development topics.

- ***What Supervisors Need to Know About Discriminatory Harassment*** (This course complies with the sexual harassment training requirements for supervisors specified in Government Code section 12950. This law requires employees with supervisory duties to complete sexual harassment prevention for supervisors within six months of hire or promotion and every two years thereafter).
- ***What Everyone Needs to Know About Discriminatory Harassment***
This on line workshop is created for any employee.
- ***Diversity: The Value of Mutual Respect***

To register for an online course send your name, email address, and the name of the course you want to take to staff_development@wvm.edu. Our records will automatically update upon course completion.

To participate in a program, you need a computer with an internet connection. The program gives you more flexibility, so that you can work on it in sections as your schedule permits. However, all sections must be completed within thirty days of starting the course.

If you have any questions about the training content, please contact patricia_stokke@wvm.edu. If you have technical questions about taking a course, please contact the Staff Development Program Assistant at staff_development@wvm.edu or (408) 741-2118.

Child Abuse Mandated Reporter Training

Presented By: UC Davis Extension University of California

Completion of this online training complies with the state law requirement for training of mandated child abuse reporters. The California Institute on Human Services, UC Davis Extension University of California, offers online training modules focused on child abuse mandated reporting. You must submit the certificate you receive upon completion to District Staff Development to be recorded as having completed the training and to receive flex credit. **To access the course free of charge go to:**

<http://humanservices.ucdavis.edu/resource/camrt/index.asp>

To register for any of the training sessions listed in this announcement or for more information, please contact the Staff Development Program Assistant at staff_development@wvm.edu or by calling extension 2118.

More information is available on the **Staff Development website!** It is a helpful and **EASY** resource designed to provide you with convenient access to our training calendar, class descriptions, online training resources, and forms.

<http://www.wvmccd.cc.ca.us/staffdev/index.html>