



## Professional Development for Classified Staff

**Tuesday, October 6, 2015**

**3:00 p.m. – 3:30 p.m.**

- **Robert's Rules of Order** (Peter Sezzi, Michael Bowen) MCW 312  
Ever been in a meeting when someone says, "I move to" or "I second"? Those terms come from a system of meeting standards called Roberts Rules. Learn all about this system of running a smooth and fair meeting in this session open to all faculty and staff!

**Wednesday, October 7, 2015**

**2:00 p.m. – 4:00 p.m.**

- **Navigating Hiring Forms and Hiring Procedures 101** (District HR Staff) LRC 136  
This workshop will help you navigate through the hiring process. Learn which forms to use, how to fill them out, what are the required attachments, additional support documents needed, employment eligibility requirements. Bring your questions and get the right answers from the experts!

**Thursday, October 15, 2015**

**10:00 a.m. – 12:00 p.m.**

- **Administrative Support Staff Training** (Terry Cobos, Beth Thompson) LRC 136  
Go beyond basic training, and learn the details behind budget management at the division level. Get your questions answered about Travel, Procurement Cards, Contracts, Professional Experts, Personal Services Contract, Direct Pays, Standard Agreements, Field Trip Forms and more! Come prepared with your questions.

**Wednesday, October 21, 2015**

**2:00 p.m. – 3:00 p.m.**

- **Loosen up! Give your Body a Break with Stretches You Can Do at Your Desk** (Pamela Yeagley) LRC 114  
Our bodies were not designed to sit in a chair all day and office work can take a toll on physical health. In this session we will cover stretches that can be performed while sitting at your desk or standing next to it (and a little of the science behind what makes them so helpful). Release muscle tension, increase circulation, reduce pain, and improve flexibility with a few simple moves. Participants will learn how to give their body a quick break from the work day and attain greater health. Wear regular work attire. Interactive session. Handout provided.

**Wednesday, October 28,**

**11:00 am – 12:30 pm**

- **Basic Computer Skills Workshop for M&O Staff** (Matt Moore) LRC 136  
This workshop will go over accessing email, using Track It, filling out time sheets in Banner and more!

**Thursday, October 29, 2015**

**2:00 pm – 4:00 pm**

- **Banner Training: Find Rooms, Run Reports, Scheduling and More** (Connie Baker, Nan Duangpun) MCE 342  
Administrative Assistants and support staff wish you knew how to run special reports, check on room availability more easily, or be able to do some of the things you go to Connie and Nan for now? Join together to learn multiple items that will help you help your division to run more smoothly. Bring all your questions and get the right answers in this group discussion.