

Staff Development Training Schedule Fall 2017



AUGUST

8/1/17	Bruin Beginnings	12:00–1:30	Redwood, TB 322A
8/8/17	Effective Internet Searching	2:00–3:30	Redwood, LIB 266 CLab
8/9/17	Setting Your Dept's Vision	10:00–12:00	Redwood, TB 322A
8/10/17	Crucial Communication	12:00–2:00	Redwood, TB 322B
8/24/17	UA Core Training	12:00–4:00	Redwood, TB 322B

SEPTEMBER

9/5/17	Bruin Beginnings	12:00–1:30	Redwood, TB 322A
9/5/17	Testing Software for Accessibility	10:30–12:00	Redwood, TB 322B
9/6/17	How to Increase Your Team's Performance Effectiveness (Part 1)	8:30–1:00	Redwood, TB 322A
9/7/17	How to Increase Your Team's Performance Effectiveness (Part 2)	8:30–1:00	Redwood, TB 322A
9/13/17	Professional Recommendation and Thank You Letters	10:00–12:30	Redwood, TB 322A & B
9/15/17	Right For You (Part 1)	12:00–1:30	Redwood, TB 322A
9/20/17	Library Services—We're More Than Just Books	2:00–3:30	Redwood, LIB 266 CLab
9/21/17	Caring for Seniors	11:30–1:00	Redwood, TB 322A
9/25/17	Grammarphobia	2:00–3:30	South, SCM 1-012 (SW End)
9/26/17	Writing Alt-Text	12:00–1:30	Redwood, TB 322B
9/27/17	Exploring Your Strengths	2:00–4:00	Redwood, TB 322A
9/28/17	Title IX: What You Should Know	10:00 –11:00	Redwood, TB 322B

OCTOBER

10/2/17	Bruin Beginnings	12:00–1:30	Redwood, TB 322A
10/3/17	Planning for Positivity	10:00–11:30	Redwood, TB 322A
10/4/17	Supervisor Essentials Module #1	9:00–12:30	Redwood, TB 322A
10/11/17	How to Use the AALC SharePoint Site Effectively	10:00–12:30	Redwood, TB 322A & B
10/11/17	Supervisor Essentials Module #2	9:00–12:30	Redwood, AAB 135
10/18/17	Caring for Those W/Depression, Anxiety & Other Mental Health Issues	11:30–1:00	Redwood, TB 322B
10/18/17	Supervisor Essentials Module #3	9:00–12:30	Redwood, TB 322A
10/20/17	Good for The World (Part 2)	12:00–1:30	Redwood, TB 322A
10/23/17	Creating A Desk Manual (Part 1)	2:00–3:30	South, SCM 1-012 (SW End)
10/25/17	Supervisor Essentials Module #4	9:00–12:30	Redwood, TB322A
10/26/17	Strengths In Your Career	2:00–4:00	Redwood, TB 322A
10/26/17	Leader as Coach	8:30–1:00	Redwood, TB322A
10/31/17	UA Core Training	12:00–4:00	Redwood, TB 322B

NOVEMBER

11/1/17	Bruin Beginnings	12:00–1:30	Redwood, TB 322A
11/2/17	Library Services—We're More Than Just Books	2:00–3:30	Redwood, LIB 266 CLab
11/7/17	Planning for the Informed Budget Process	3:00–4:00	Redwood, TB 322A
11/8/17	SLCC Buy Training—Q & A Session	10:00–12:30	Redwood, TB 322A & B
11/9/17	Leading From the Middle	8:30–1:00	Redwood, TB 322A
11/13/17	Design a Searchable & Accessible Desk Manual (Part 2)	2:00–3:30	South, SCM 2-032 Clab (SW)
11/16/17	Involving the Family In the Caregiving Process	11:30–1:00	Redwood, TB 322A
11/17/17	Be Bold (Part 3)	12:00–1:30	Redwood, TB 322A
11/28/17	Effective Internet Searching Workshop	2:00–3:30	Redwood, LIB 266 CLab
11/29/17	Leading Effective Meetings	2:00–3:00	Redwood, TB 322B
11/30/17	Emotional Intelligence	8:30–1:00	Redwood, TB 322A

DECEMBER

12/1/17	Bruin Beginnings	12:00–1:30	Redwood, TB 322A
12/5/17	Accessible Documents	12:00–1:30	Redwood, TB 322B
12/8/17	Strengths for Supervisors	8:30–1:00	Redwood, TB 322A
12/13/17	Video Captioning	12:00–1:30	Redwood, TB 322B

JANUARY

1/4/18	Bruin Beginnings	12:00–1:30	Redwood, TB 322A
1/16/18	Improving Presentation Skills	12:00–1:00	Redwood, TB 322B
1/22/18	Creating A Desk Manual (Part 1)	2:00–3:30	Redwood, TB 322B
1/23/18	Title IX: What You Should Know	3:00–4:00	Redwood, TB 322B
1/25/18	Positivity IQ. Planning for Positivity	10:00–11:30	Redwood, TB 322A
1/26/18	Building Resiliency Through Conflict and Change	11:00 –12:00	Redwood, TB322B
1/30/18	Compassion Fatigue	11:30 –1:00	Redwood, TB 322A
1/30/18	UA Core Training	12:00–4:00	Redwood, TB 322B

FEBRUARY

2/1/18	Bruin Beginnings	12:00–1:30	Redwood, TB 322A
2/6/18	Process Improvement	8:30 –1:00	Redwood, TB 322A
2/6/18	Testing Software for Accessibility	12:00–1:30	Redwood, TB 322B
2/7/18	Supervisor Essentials Module #1	9:00–12:30	Redwood, TB 322A
2/8/18	Cross Cultural Student Panel	11:30–1:00	Redwood, TB 322A & B
2/12/18	Design a Searchable & Accessible Desk Manual (Part 2)	2:00–3:30	Redwood, LIB 266 Clab
2/14/18	Presenting Your Professional Image	10:00 –12:30	Redwood, TB 322A & B
2/14/18	Supporting and Retaining Refugee & Immigrant Students	2:00–3:30	Redwood, TB 322A
2/14/18	Supervisor Essentials Module #2	9:00–12:30	TBD
2/21/18	Exploring Your Strengths	2:00–4:00	Redwood, TB 322A
2/26/18	Grammarphobia	2:00–3:30	Redwood, TB322B
2/27/18	Using 3D Printers for Universal Design	10:30 –12:00	Redwood, TB 322B
2/28/17	Supervisor Essentials Module 4	9:00 –12:30	Redwood, TB 322A
2/28/18	Caring for Those with Depression, Anxiety & Other Mental Health Issues	11:30–1:00	Redwood, TB 322B

MARCH

3/1/18	Bruin Beginnings	12:00–1:30	Redwood, TB 322A
3/8/18	Library Services—We're More Than Just Books	2:00–3:30	Redwood, LIB 266 CLab
3/12/18	Creating A Desk Manual (Part 1)	2:00–3:30	Miller, MFEC 223
3/13/18	Change Management: Becoming A Change Agent	10:00 –12:00	Redwood, TB 322B
3/14/18	AALC: Dealing With Difficult Personalities	10:00 –12:30	Redwood, TB 322A & B
3/15/18	Strengths In Your Career	2:00–4:00	Redwood, TB 322A
3/22/18	Guardianship, Conservatorship & Legal Options	11:30 –1:00	Redwood, TB 322A
3/27/18	UA Core Training	12:00–4:00	Redwood, TB 322B
3/28/18	Communication Brain Hacks	8:30–1:00	Redwood, TB 322A

APRIL

4/2/18	Bruin Beginnings	12:00–1:30	Redwood, TB 322A
4/4/18	Supervisor Essentials Module #1	9:00 –12:30	Redwood, TB 322A 9
4/9/18	Design a Searchable & Accessible Desk Manual (Part 2)	2:00–3:30	Miller, MPDC 109 Clab
4/11/18	AALC: Becoming Masters of Meeting Minutes	10:00 –12:30	Redwood, TB 322A & B
4/11/18	Supervisor Essentials Module #2	9:00 –12:30	TBD
4/13/17	Work on Purpose	8:30 –12:30	Redwood, TB 322A
4/17/18	Writing Alt-Text	12:00–1:30	Redwood, TB 322B
4/18/18	Supervisor Essentials Module #3	9:00 –12:30	Redwood, TB 322A
4/25/18	Supervisor Essentials Module #4	9:00 –12:30	Redwood, TB 322A

MAY

5/1/18	Bruin Beginnings	12:00–1:30	Redwood, TB 322A
5/1/18	Using 3D Printers for Universal Design	10:30–12:00	Redwood, TB 322B
5/8/18	Strengths for Supervisors	12:00–4:30	Redwood, TB322A
5/10/18	Exploring Your Strengths	2:00–4:00	Redwood, TB 322A
5/23/18	Caregiver Workshop	11:30 –1:00	Redwood, TB 322A

JUNE

6/1/18	Bruin Beginnings	12:00–1:30	Redwood, TB 322A
6/5/18	UA Core Training	12:00–4:00	Redwood, TB 322B
6/6/18	Strengths In Your Career	2:00–4:00	Redwood, TB 322A