

# Staff Development Training Schedule Spr. 2019



## AUGUST

Aug 7	Universal Access Core Training	8 a.m.–12 p.m.	Redwood, TB225D-B
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## SEPTEMBER

Sept 4	Bruin Beginnings	12–1:30 p.m.	Redwood, TB225D-A
Sept 7	Leading Effective Meetings	10–11:30 a.m.	Redwood, TB225D-A
Sept 11	Administrative Assistant Learning Community	10 a.m.–12:30 p.m.	Redwood, TB225D-A&B
Sept 11	Writing Alt-Text	1–2:30 p.m.	Redwood, TB225D-B
Sept 12	Title IX	10–11 a.m.	Redwood, TB225D-A
Sept 13	Information Overload—Library Resources and Tools	2–3:30 p.m.	Redwood, LIB 266 CLab
Sept 18	Exploring Your Strengths	2–4 p.m.	Redwood, TB225D-A
Sept 20	Caring for Seniors	11:30 a.m.–1 p.m.	Redwood, TB225D-A
Sept 24	Using Style Guides for Writing	2–3:30 p.m.	Redwood, TB225D-A
Sept 25	Creating Accessible Documents	1–2:30 p.m.	Redwood, TB225D-B
Sept 26	Building Trust	8:30 a.m.–1 p.m.	Redwood, TB225D-A

## OCTOBER

Oct 11	Bruin Beginnings	12–1:30 p.m.	Redwood, TB225D-A
Oct 2	Online Privacy	2–3:30 p.m.	Redwood, LIB 266 CLab
Oct 4	Supervisor Essentials	8:30 a.m.–12:30 p.m.	Redwood, TB225D-A
Oct 9	Writing Effective Emails	10 a.m.–12:30 p.m.	Redwood, TB225D-A&B
Oct 9	Testing Software for Accessibility	1–2:30 p.m.	Redwood, TB225D-B
Oct 11	Supervisor Essentials	8:30 a.m.–12:30 p.m.	Redwood, TB225D-A
Oct 17	Caring for Those With Dementia	11:30 a.m.–1 p.m.	Redwood, TB225D-A
Oct 23	Universal Access Core Training	8 a.m.–12 p.m.	Redwood, TB225D-B
Oct 25	Strengths in Your Career	2–4 p.m.	Redwood, TB225D-A
Oct 25	Supervisor Essentials	8:30 a.m.–12:30 p.m.	Redwood, TB225D-A

## NOVEMBER

Nov 1	Bruin Beginnings	12–1:30 p.m.	Redwood, TB225D-A
Nov 1	Supervisor Essentials	8:30 a.m.–12:30 p.m.	Redwood, AAB 135
Nov 28	Communicating Across Generations	2–4 p.m.	Redwood, TB225D-A
Nov 2	Work on Purpose	8:30 a.m.–1 p.m.	Redwood, TB225D-A
Nov 6	Planning for the IBP	2–4 p.m.	Redwood, TB225D-A
Nov 7	Dealing with Disruptive Behavior at SLCC	10–11 a.m.	Redwood, TB225D-A
Nov 7	Data Driven Decision Making Overview	2–4:30 p.m.	Redwood, TB225D-A
Nov 7	Effective Internet Searching	2–3:30 p.m.	Redwood, LIB 266 CLab
Nov 9	Strengths for Supervisors	9 a.m.–1 p.m.	Redwood, TB225D-A
Nov 13	Administrative Assistant Learning Community	10 a.m.–12:30 p.m.	Redwood, TB225D-A&B
Nov 14	Data Literacy	2–4:30 p.m.	Redwood, TB225D-A
Nov 27	Creating a Desk Manual	2:30–4 p.m.	Redwood, TB225D-A
Nov 28	Adapting to Change	8:30 a.m.–1 p.m.	Redwood, TB225D-A
Nov 28	Data Visualization and Communicating with Data	2–4:30 p.m.	Redwood, TB225D-A
Nov 29	Involving the Family In The Caregiving Process	11:30 a.m.–1 p.m.	Redwood, TB225D-A

## DECEMBER

Dec 3	Bruin Beginnings	12–1:30 p.m.	Redwood, TB225D-A
Dec 11	Testing OER For Accessibility	1–2:30 p.m.	Redwood, TB225D-B

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## JANUARY

Jan 9	Title IX	10–11 a.m.	Redwood, TB225D-A
Jan 15	Improving Presentation Skills	1–2:30 p.m.	Redwood, TB225D-B
Jan 23	Compassion Fatigue	11:30 a.m.–1 p.m.	Redwood, TB225D-A
Jan 24	Information Overload—Library Resources and Tools	2–3:30 p.m.	Redwood, LIB 266 CLab
Jan 29	Exploring Your Strengths	2–4 p.m.	Redwood, TB225D-A
Jan 29	Universal Access Core Training	8 a.m.–12 p.m.	Redwood, TB225D-B
Jan 31	Ethics and Compliance Awareness	2–3 p.m.	Redwood, TB225D-A

## FEBRUARY

Feb 1	Bruin Beginnings	12–1:30 p.m.	Redwood, TB225D-A
Feb 5	Ethics and Compliance Awareness	4–5 p.m.	Jordan PAV 102, East Room
Feb 8	Leading Effective Meetings	9–10:30 a.m.	Redwood, TB225D-A
Feb 12	The Power of Influence	8:30 a.m.–12:30 p.m.	Redwood, TB225D-A&B
Feb 14	Strengths in Your Career	2–4 p.m.	Redwood, TB225D-A
Feb 20	Managing Up	8:30 a.m.–1 p.m.	Redwood, TB225D-A
Feb 25	Using Style Guides for Writing	2–3:30 p.m.	Redwood, TB225D-A

## MARCH

Mar 1	Bruin Beginnings	12–1:30 p.m.	Redwood, TB225D-A
Mar 5	Testing Software for Accessibility	1–2:30 p.m.	Redwood, TB225D-B
Mar 7	Guardianship, Conservatorship & Other Legal Options	11:30 a.m.–1 p.m.	Redwood, TB225D-A
Mar 7	Supervisor Essentials	8:30 a.m.–12:30 p.m.	Redwood, TB225D-B
Mar 5	Leading Change (for Supervisors)	8:30 a.m.–1 p.m.	Redwood, TB225D-A
Mar 12	Administrative Assistant Learning Community	10 a.m.–12:30 p.m.	Redwood, TB225D-A&B
Mar 14	Supervisor Essentials	8:30 a.m.–12:30 p.m.	Redwood, TB225D-A
Mar 19	Effective Internet Searching	2–3:30 p.m.	Redwood, LIB 266 CLab
Mar 20	Work on Purpose	8:30 a.m.–1 p.m.	Redwood, TB225D-A
Mar 26	Procuring Accessible Software	1 p.m.–2:30 p.m.	Redwood, TB225D-B
Mar 26	Grammarphobia	2:30 p.m.–4 p.m.	Redwood, TB225D-A
Mar 28	Supervisor Essentials	8:30 a.m.–12:30 p.m.	Redwood, TB225D-A

## APRIL

April 1	Bruin Beginnings	12–1:30 p.m.	Redwood, TB225D-A
April 4	Supervisor Essentials	8:30 a.m.–12:30 p.m.	Redwood, TB225D-A
April 9	Administrative Assistant Learning Community	10 a.m.–12:30 p.m.	Redwood, TB225D-A&B
April 10	Exploring Your Strengths	2–4 p.m.	Redwood, TB225D-A
April 16	Universal Access Core Training	8 a.m.–12 p.m.	Redwood, TB225D-B
April 22	Writing Effective Emails	2–3:30 p.m.	Redwood, TB225D-A

## MAY

May 1	Bruin Beginnings	12–1:30 p.m.	Redwood, TB225D-A
May 2	Strengths for Supervisors	2–4 p.m.	Redwood, TB225D-A
May 10	Work on Purpose	8:30 a.m.–1 p.m.	Redwood, TB225D-A
May 21	Accessible HTML	1–2:30 p.m.	Redwood, TB225D-B

## JUNE

June 3	Bruin Beginnings	12–1:30 p.m.	Redwood, TB225D-A
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