

FALL 2008 FACULTY/STAFF DEVELOPMENT



Don't miss out! Here are some excellent opportunities for professional development while earning **FLEX CREDIT(s).**

TECHNOLOGY WORKSHOPS

Workshop Topic	Description	Date	Time	Location	Presenter	Flex Credit
Moodle	Learn about Moodle—a free course management system which helps educators create effective online learning communities.	September 12 Friday	12:30pm – 1:30 pm	LRC 233	Curtis Stage	1
Accessing the Faculty Portal	Learn how to personalize your online profile, upload course schedules and syllabi, and utilize search capabilities. Every faculty member currently has a profile page ready to be updated through “My Mission Faculty Portal.”	September 23 Tuesday	12:30pm – 1:30 pm	LRC 233	Nick Minassian and Curtis Stage	1
ePortfolio	ePortfolio is the way of the future. Learn how ePortfolio could enhance student learning outcome.	October 13 Monday	12:30pm – 1:30 pm	LRC 233	Mark Nelson	1
Tech Toys: Digital Cameras	Learn what to look for when buying a digital camera and how you can incorporate visuals in your classroom.	October 6 Monday	12:30pm – 1:30 pm	LRC 233	Mark Nelson	1

PROFESSIONAL WORKSHOPS

Workshop Topic	Description	Date	Time	Location	Presenter	Flex Credit
Excellence in Customer Service	Customer Service often comes down to one person doing something for another person. Individual communication skills contribute significantly to those impressions. This workshop reviews the different methods of delivering good customer service to your external and internal customers.	October 21 Tuesday	12:00 pm - 1:30 pm And 3:00 pm– 4:00 pm (choose one only)	CC1		1

Professionalism in the Workplace	This workshop reviews all the various aspects of looking and acting as a professional. It reviews such issues as fist impressions, dress codes, table manners, shaking hands and professional ways of communicating.	October 28 Tuesday	12:00 pm – 1:30 pm	CC1	Horizon Health	1
Effective Communication at Work	Review of the different types of communication used in the workplace and suggestions on how to be effective in each form. It includes: face-to-face communication; meetings; written, electronic (email) and telephone (voicemail). It will cover the benefits and challenges for each type and offer practical dos and don'ts to communicating at work.	October 30 Thursday	12:00 pm—1:30 pm	CC1		1

HEALTH MONTH						
Workshop Topic	Description	Date	Time	Location	Presenter	Flex Credit
Memory Loss and Aging	Know how memory works, the changes in memory as we age, and tips on how to maintain and improve memory.	November 12 Wednesday	12:00pm - 1:30 pm	CC2	Alzheimer's Association	1
Healthy Body, Healthy Brain	Learn how taking care of your body has a direct impact on brain health and may reduce your risk of memory problems.	November 17 Monday	12:00 pm – 1:00 pm	CC2		1
Partnering with your Doctor	A workshop on how you can get the most out of your doctor visits by coming prepared and being an active partner in your health care.	November 26 Wednesday	12:00 pm—1:30 pm	CC2		1

OTHER WORKSHOPS						
Workshop Topic	Description	Date	Time	Location	Presenter	Flex Credit
Disability Etiquette	Learn ways to effectively communicate with students with disabilities.	September 29 Monday	12:00pm - 1:00 pm	CC4	Kurt Baldwin	1

Note: All of these activities allow for Flex Credit. Classified Staff are also welcome. For any questions, please call Vilma Bernal at ext. 3410.
 * Fall 2008 Staff Development Workshops are brought to you by LAMC Staff Development Committee and Cooperative Title V/Teacher Prep Program.