

November

FALL 2009 – STAFF PROFESSIONAL DEVELOPMENT PROGRAM WORKSHOP SCHEDULE

* Open to Entire Management Team

RED Font Indicates Mandatory MDP Meetings

Green Font Indicates Change to schedule

** Open to Administrators & Managers/Supervisors Only

All other workshops open to all District employees

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Fraud Prevention MDP Workshop 9:00a.m.-10:00a.m. PCC-Dyer Hall*	4 Dealing with Difficult People 9:00a.m.-11:00a.m. LAC-V111 ²	5	6	7
8	9	10 Fraud Prevention Ethical Leadership Components to Be RESCHEDULED - SEE 10/06/09, 11/03/09 & Spring'10	11	12 Microsoft - Excel 11:00a.m.-12:00p.m. PCC-WpLRC Trailer ¹	13 Veterans Day College Closed	14
15	16	17 Working In Teams 9:00a.m.-11:00a.m. LAC-W158 ²	18	19 ADA Workshop 9:00a.m.-11:00a.m. PCC-Dyer Hall*	20 Liebert Cassidy Whitmore Workshop: Rescheduled, new date 12/10/09	21
22	23	24	25	26 Thanksgiving College Closed	27	28
29	30					

¹ - Microsoft Technology series of interactive workshops

² - Customer Service Series of workshops focusing on the service component of all positions at the college; participants will receive a certificate of completion if all workshops are attended.

³ - Equity series of workshops focused on developing the LBCC team, fostering respect and inclusion for all employees. Participants will receive a certificate of completion if all workshops are attended.

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 SafeZone Training 1:00p.m.-5:00p.m. LAC-V111 ³	3 Microsoft - Excel 11:00a.m.-12:00p.m. PCC-WpLRC Trailer ¹	4	5
6	7	8 Evaluations for Classified Employees To Be Rescheduled during Spring'10	9	10 Liebert Cassidy Whitmore Workshop: Employment Relations Primer 9:00a.m.-4:00p.m. LAC-V111**	11 LBCC / AFT Union Joint Presentation: Make up Workshop 9:00a.m.-1:30p.m. LAC-Room TBD**	12
13	14	15	16	17	18 Liebert Cassidy Whitmore Workshop: To Be Rescheduled during Spring'10	19
20	21	22	23	24	25	26
Holiday Break - College Closed						
27	28	29	30	31	January 1, 2010 New Year's Day College Closed	

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