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CONFERENCES
National Seminars Training – Management and Leadership Skills for First-Time Supervisors and Managers .................................................. September 5–6, 2013
National Association for College Administration Counseling – National Conference .................................................. September 19–21, 2013
Ellucian (Banner) Technical Training Week 2013 ................. September 30-October 3, 2013
Association of Community College Trustees Leadership Congress .................................................. October 2–5, 2013
CASE – Council for Advancement and Support of Education - Conference for Community College Advancement .................................................. October 2–4, 2013
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WCCCD – District-Wide Conference Day 2013 ........................ September 30-October 3, 2013
MACRAO – Michigan Association of Collegiate Registrars & Admissions Officers – Conference 2013 .................................................. November 6–8, 2013
AACC – World Conference 2014 ........................................ April 5–8, 2014
Images and Perceptions Diversity Conference 2014 .............. April 2014
NISOD - International Conference on Teaching and Leadership Excellence .................................................. May 25–28, 2014
ADC – American-Arab Anti-Discrimination Committee Conference 2014 .................................................. June 2014

All workshops and conference dates are subject to change.
The need for enhanced staff development is an important issue in higher education today (Stolzenberg, 2002). Many colleges and universities are asking faculty, academic professionals, and support staff to develop new skills and assume additional responsibilities. Some changes are related to the introduction of instructional and information technologies; others result in increased demands for financial accountability and pressure to enhance instructional productivity and quality.

The Professional Development of Wayne County Community College District (WCCCD) is designed to provide staff and faculty members with opportunities to develop their skills and support the District’s ongoing commitment to student success, community outreach and economic development.

Professional Development provides WCCCD with a systematic approach to maintaining a pipeline of qualified individuals who understand the skills and competencies needed to work in an urban higher educational environment.
Service Excellence and Phone Etiquette
Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Most employees know what good and bad service is, but they may not have made the mental connection between what they know about customer service and their specific jobs. They also may not be clear on what to do to provide great customer service. This service excellence workshop provides both the awareness and the clarity that employees need to give excellent customer service.

Topics Covered:
• Responding promptly and properly
• Actively listening to individual needs
• The importance of greeting customers; smiling, listening and determining their needs
• Use of positive words and body language
• The impact of great customer service
• Differences between excellent and awful customer service

Course Length: 2 Hours

Communications in the Workplace
Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Communication in the workplace can be vital to the success or failure of the organization. Being able to communicate effectively saves time and frustration by preventing the need for multiple conversations. Communication takes the form of written, spoken, and visual messages sent between one or more parties.

Topics Covered:
• Importance of Effective Writing and Grammar
• Dynamic Public Speaking
• Effective Email
• The Need for Strong People Skills
• Good Body Language

Course Length: 2 Hours
Adventures in Attitude: Positive Attitudes in Difficult Situations

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD  

Description:  
The students, staff, and faculty you need to work with effectively may be outside the institution or in the next office, and you may not always see eye to eye. Even if you have strong interpersonal skills and common goals, conflict can happen. Make sure you know how to find common ground, calm emotions and forge a productive path forward.

Topics Covered:  
- Working with Difficult People  
- Culture of Civility  
- Professionalism in the Workplace.  
- How to recognize difficult people  
- Your Responses/reactions in Difficult Situations

Course Length: 2 Hours

Supervisory Skills/Building Leadership Skills

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD  

Description:  
Some of the skills that participants will learn in this workshop include: Improving relationships with employees and create a better attitude toward management within the institution; create greater self and leadership awareness; decrease time and effort spent solving people problems; enhance communication, teamwork, and problem solving skills; increase your ability to cope with, adapt to, and learn from a rapidly changing environment.

Topics Covered:  
- Conflict Management  
- Coping With Change  
- Professionalism  
- Empowerment/Delegating  
- Motivating Others  
- Leadership  
- Decision Making

Course Length: 2 Hours
Time Management

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD

Description:  
Become highly effective by identifying and focusing on the activities that give you the greatest returns. Doing this will save you time, helping you work smarter, not harder, and what’s more, these same techniques help you beat work overload – a key source of stress.

Topics Covered
• Activity Logs  
• Prioritized Lists  
• Multitasking  
• How to be Organized  
• Minimizing Distractions  
• Effective Scheduling  
• Goal Setting

Course Length: 2 Hours

Manage People, Not Personnel

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD

Description:  
The importance of motivating employees is becoming increasingly important in an era of global competition. This workshop is designed to help supervisors and managers motivate and evaluate their employees, thereby creating a motivated and committed workforce.

Topics Covered:  
• Intrinsic Motivation  
• Extrinsic Rewards  
• Pros and Cons of Management by Objectives  
• Effective Individual Employee Performance Appraisals

Course Length: 2 Hours
Personal Career Planning/Beyond Empowerment

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD

Description:
Determining what path you would like your career to take can be invaluable in organizing your next steps. A career development plan is an organized and intentional method for evaluating where you currently are, where you want to be, and what goals you need to set to get there.

Topics Covered:
- Where are You Now
- Where do You Want to be
- Short Term Goals
- Long Term Goals
- Required Training/Education
- Potential Roadblocks/Detours

*Course Length: 2 Hours*

Creating A Synergistic Campus Climate for the 21st Century

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD

Description:
How to create and maintain a synergistic campus climate around three critical components ensuring well being, embracing diversity, and encouraging global awareness. We will examine ways to handle stress on campus and look at what changes are occurring in affirmative action and provide measures for program implementation. We will explore strategies to assess, improve, and sustain a campus climate that ensures maximum productivity. We will include sample assessment tools, program example and strategies to develop sound programs and keep them viable.

Topics covered:
- Learn how to better share divergent ideas and thoughts
- How to work with peers to carry out their duties and responsibilities in a professional manner
- Enhance trust, respect, and transparency among faculty members

*Course Length: 2 Hours*
Classroom Management

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Unacceptable classroom behaviors disrupt the learning process and may pose physical danger to the faculty or students. Faculty and educational institutions have legal liability in providing an appropriate classroom environment. Depending upon the infraction, disruptive students may still have legal rights and it is important for instructors to learn how to appropriately handle classroom and student problems.

Topics Covered:
• The role of the course syllabus and lesson plan in course management
• Classroom behaviors
• Engaging students in the learning process through a positive learning environment.
• Common classroom seating arrangements.
• Student disciplinary process.

Course Length: 2 Hours

Learning Strategies

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Classroom teaching is an ongoing experiment into the modes, models and preferences of thinking and processing information by learners. Learn how to maximize success within the classroom by understanding that various learning styles and preferences exist and vary among students. Learn how to incorporate activities that will maximize students’ preferences which will make learning more enjoyable for you and the student, but will also make it faster and easier for them to learn the material.

Topics Covered:
• Common learning styles
• Multiple intelligences
• Learning domains
• How to target specific learning styles
• Pedagogy
• Readability

Course Length: 2 Hours
Preventing Sexual Harassment

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
How can we ensure employment and educational environment free from all forms of sexual harassment and discrimination? Participants in this workshop will learn to recognize sexual harassment when it occurs, refute the common myths that surround it, and examine their personal behavior. In addition, participants will discuss the legal, moral, and ethical implications of sexual harassment as well as the responsibilities.

Topics Covered:
- Explain anti-sexual harassment policies
- How to handle allegations of sexual harassment with tact and respect
- Explain clear procedure for filing sexual harassment complaints

Course Length: 2 Hours

Workforce Diversity/Cultural Sensitivity

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
The key to getting along isn’t to pretend that differences don’t exist. Instead, we need to learn about differences, learn to accept them, and let ourselves enjoy the benefits. We will learn to recognize past patterns of social, cultural and economic discrimination and in doing so we can begin to encourage behavioral changes that will create a harmonious work environment. It is important to know and understand that you don’t have to love everybody that you meet, but you don’t have to hate them either. The participants will use instruments to increase their awareness of their behavior – both obvious and subtle- and how they affect others of a different culture gender, or ethnic background.

Topics Covered:
- Focus on how different cultures demonstrate their principles and beliefs will help workers understand each other
- Learn what barriers are affecting key customer relationships as well as improve communication between employees and their students
- Challenge unproductive beliefs and stereotypes

Course Length: 2 Hours
The Art of Caring Leadership

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Leadership is more than just following the rules; in fact it is more art than science. Creating a sense of community in the work place is an essential aspect of an effective organization. Participants in these sessions will learn how to become effective and caring leaders through the use of honesty, trust, special treatment and courage.

Topics Covered:
- Work and Life: Business and Relationship
- Changing The Words: Changing the Work
- Managing and Feeling
- The Community of Work

Course Length: 2 Hours

Why Your Attitude is Everything

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Each employee is valuable to the organization. Your attitude communicates your mood. It is everything. We will examine strategies designed to create better working relationships, and to establish and strengthen mutual respect. Workshop topics include: How to start a power-building program now; How to position to move beyond where you currently are within the organization; Enhancing your ability to communicate by exploring ways to handle interpersonal conflicts and disruptive behaviors; recognizing how your behavior affects your image; Improving productivity by discovering how to give and receive constructive feedback and committee to change.

Topics Covered:
- The Power in a Positive Greeting
- Enthusiasm: Vital Tool for Staying Motivated
- The Power of Visualization
- Self-Motivation Through Discovering Your Motives

Course Length: 2 Hours
Business Ethics

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
These sessions will explore factors required to establish a high standard of business integrity; How to ensure that behavioral standards are kept within moral, ethical and legal parameters; Encourage daily compliance with rules, regulations and internal laws and policies and providing ongoing individual governance standards.

Topics Covered:
- A review of classical ethical approaches: the greatest good; rights and duties; fairness; virtue; and the common good.
- Strategies companies use to manage ethics: relying on employee values, compliance, ethics exhortation, and managing values.
- Tests for business people to determine whether, in any particular case, they are responsible for acting.

Course Length: 2 Hours

Confidence, Composure, Competence

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Building self-assurance, developing inner calmness and taking action with poise and power will help us in becoming agents of change. Feeling good about who you are, learning to manage your mind and emotions will enable us to learn to “let go”.

Topics Covered:
- Confidence is positive belief in your own abilities. This belief stems from step two, competence. Competence therefore leads to confidence!
- Composure is possessing calmness regardless of your surroundings. With strong character and competence, and the growing confidence in your ability to handle tough situations, your composure grows.
- Boldness is the readiness to take risks. With a foundation of character and competence combined with confidence and composure, you are now poised to take the bold (courageous) actions transformational leaders must take regardless of the situation.

Course Length: 2 Hours
Team Building: Building for Success

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD

Description:
The daily routine of work is generally focused on the tasks at hand. Employees often get stressed out or stuck in task-focused habit patterns that cause them to lose sight the value of teamwork. When interpersonal conflicts arise, they get defensive and act in ways that break down teamwork. When managers and supervisors consistently do this, it ripples through the organization and de-motivates the entire team. The team needs a change of context. By getting everyone out of the daily work context and into a new, teamwork-focused context, and provide a powerful experience will result in a new level of teamwork awareness and organizational change.

Topics Covered:
• To increase the team members awareness of one another task and skills  
• Successful organizational change starts with each individual and their ability to build trust in their co-workers  
• To encourage the team members to commit assisting one another in performing task and using skills  
• Communication is everyone’s panacea but nowhere more than in teams.

Course Length: 2 Hours

HR Policies

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD

Description:
Is your knowledge of college policies current? This session will provide participants with an overview of the WCCCD HR policies and regulations. Additionally, the sessions will cover employment and leave policies, including the varied types of unpaid leave, eligibility for leave, and Family and Medical Leave Act considerations.

Topics Covered:
• Policies covered include performance evaluation  
• Discipline and dismissal  
• Complaint and appeal processes

Course Length: 2 Hours
Interviewing Skills for Supervisors

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD  

Description:  
How do you conduct a legally productive interview? How do you hire the right person for the right job? Additional topics will include understanding the application, process standardization, and federal/state compliance requirements.

Topics Covered:  
- Participants will learn the do's and don't's of interviewing and practice effective interviewing techniques  
- Participants will learn to determine which interview type is appropriate for an open position (personal, panel or situational), what knowledge, skills, and abilities are required, and what screening criteria should be used.

Course Length: 2 Hours

Leadership

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD  

Description:  
Do you have what it takes? Each one of us, regardless of position within the organization, should be a good and effective leader. Participants will look at the practical skills necessary to be a leader in today's complex and ever-changing world. Session topics include the characteristics of leadership, the difference between management and leadership, and how to develop skills necessary to be a coach or mentor.

Topics Covered:  
- Recognize your personal leadership styles and strengths, and develop the capacity to be effective in a wide range of circumstances and environments  
- Identify and break through self-perceived limits, thereby moving into an arena of extraordinary performance  
- Perceive and build on the strengths inherent in others to create powerful alliances and achieve mutual goals  
- Become aware of your impact on others, learn to create your desired impact, and begin to take responsibility for that impact in all aspects of your life

Course Length: 2 Hours
Managing Change and Transition

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
The only thing constant in life is change. How do you respond when change is all around you? Participants in this session will identify the dynamics of change, discuss the individual responses that often occur, and learn the coping skills necessary to avoid burnout, acting out and serious illness. We will address practical steps for dealing with the anger, pressure and stress that is produced by change.

Topics Covered:
- Assess various approaches to change and set the best strategy
- Prepare the organization and employees for change
- Communicate information efficiently and effectively
- Reduce stress

Course Length: 2 Hours

Managing Conflict

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Conflict with others is a daily part of life and is often a by-product of growth, change or innovation. How we manage the interpersonal conflict can determine your success at work and at home. Participants in this session will develop an understanding of the positive and negative effects of conflict, learn to recognize the symptoms of conflict, identify the underlying causes of conflict, and develop successful conflict resolution techniques.

Topics Covered:
- Learning to focus on the real problem, not the symptoms
- Find the root causes of the conflict
- Determine if the dispute is work related, personal, or both
- Learn how to take an objective, impartial approach, without bias and office politics
- Develop long lasting, real solutions, not quick fixes

Course Length: 2 Hours
Managing Your Boss

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Why does your relationship with your boss deserve managing? Become a proactive employee who understands the power pyramid. The participants will assess their strengths and weaknesses, prioritize their responsibilities and become more effective in handling anger and depression along with dealing with less than positive attitudes. Emphasis will be placed on communication skills (listening and talking with your boss) and this seminar will enable you to assist your boss in manage change.

Topics Covered:
• Learn the process of consciously working with your superior to obtain the best possible results for you, your boss, and the company
• Learn what's the best way to respond to criticism from your boss
• Learn how empowering employees help lessen stress agents in the workplace

Course Length: 2 Hours

Presentation Skills

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
You must be able to communicate your ideas clearly, succinctly and effectively. The major task is to make sure your audience knows and understands what you are saying. We will focus on how you can make your presentations memorable along with removing the barriers between the audience and the presenter to increase your credibility.

Topics Covered:
• Learn how to research your audience
• Learn how to structure your presentation
• Learn how to increase both the impact and memorability of your presentations

Course Length: 2 Hours
Problem Solving

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD

Description:
We will explore the following topics related to the skill of solving problems: identifying problems and formulate alternatives; Tools and techniques for problem solving, guidance, training and practice; information review to check your understanding of problem solving; Determine when to analyze and when to act and viewing problems as opportunities.

Topics Covered:
• Learn how to evaluate information or situations
• Learn how to break them down into their key components
• Consider various ways of approaching and resolving them and learn how to choose one

Course Length: 2 Hours

The Emerging Leaders Program

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD

Description:
This series of workshops is designed for those individuals who have been identified by their supervisors as having those personal and professional attributes that will contribute to their professional growth and development as leaders within the district.

Topics Covered:
• Participants will have an opportunity to explore their professional and personal behavioral styles
• Learn strategies, which will assist in managing stress, time management, effective communication skills
• Positive attributes, which contribute to being an effective leader

Course Length: 2 Hours
Organized Files and Records

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD  

Description:
If you are suffering from information overload, then this workshop is for you! Get rid of the mess on your desk once and for all! Stop loosing files! Get your hands on anything you need in seconds. No more unproductive computer searches! Code files so you can find them fast, tame your monstrous paper load.

Topics Covered:
• Discover simple secrets to cross filing.
• Gain tips on spotting and weeding out “junk” so when someone says, “have you got information on,” know exactly where it is.

Course Length: 2 Hours

Out of the Box: Interdisciplinary Collaboration in an Integrated Core Curriculum

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD  

Description:
Faculties working together can develop powerful, relevant teaching-learning experiences to prepare students for team-based work environments prevalent in modern business and industry. Includes experiences with interdisciplinary teams and maintaining that integration, which is at the heart of the mission of the two-year college.

Topics Covered:
• Learn about values/ethics for Interprofessional Practice
• The Roles and Responsibilities
• Interprofessional Communication
• Teams and Teamwork

Course Length: 2 Hours
Understanding and Dealing with Difficult People

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
This seminar focuses on helping the participants become more aware of their interpersonal skills both at work and in their personal lives. We will discuss becoming more tolerant and understanding of persons who react to events differently than we do or expect them to; explain why some people do not perform at the level you desire and explore strategies that will improve your skills in correcting problem behavior. We will participate in structured group activities and discussions.

Topics Covered:
• Learn how to use these skills more effectively in motivation
• Learn to how better communicate
• Improve your decision making skills

Course Length: 2 Hours

Microsoft Word – Basic

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Participants will learn the basics of the word processing software, Microsoft Word. This basic level course is designed to introduce the participant to the basic functions of the software while developing a level of comfort with the software.

Topics Covered:
• Saving Files
• Cutting and Pasting
• Formatting
• Inserting Tables
• Adding Headers and Footers
• Mail Merge

Course Length: 2 Hours
Microsoft Excel – Basic

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Participants will learn the basics of the database software, Microsoft Excel. This basic level course is designed to introduce the participant to the basic functions of the software while developing a level of comfort within the workbooks.

Topics Covered:
• Manage Workbooks
• Format Cells, Rows, and Columns
• Use of Background Colors
• Sorting Data
• Use of Charts

Course Length: 2 Hours

Microsoft Word – Intermediate

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Participants will build upon the basics of the word processing software, Microsoft Word. This intermediate level course is designed to sharpen the participant’s skills within the software while exposing them to more advanced techniques, thereby making them a more proficient user.

Topics Covered:
• Making Tables
• Making Charts
• Graphics
• Templates
• Document Merge
• Document Transfer

Course Length: 2 Hours
Microsoft Excel – Intermediate

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Participants will build upon the basics of the database software, Microsoft Excel. This intermediate level course is designed to sharpen the participant’s skills within the software while exposing them to more advanced techniques, thereby making them a more proficient user.

Topics Covered:
• How to Control the Screen
• Function use such as sum, average, adding, and subtracting
• Creating Charts and Tables
• Linking Workbooks

Course Length: 2 Hours

Advanced Software: Access and PowerPoint

Date: TBD
Time: TBD
Location: TBD
Instructor: Patricia Crittenden

Description:
Participants will learn how to effectively use two of the more advanced office software: Microsoft Access and Microsoft PowerPoint.

Topics Covered:
• Learn Access 2010 keyboard shortcuts
• Learn how to use existing databases, creating new databases, building tables, and creating or editing forms and reports
• Animate slides, text, bullets, pictures, charts, and shapes
• Learn how to insert charts and diagrams using PowerPoint

Course Length: 2 Hours – 2.4 CEU's
Anti-Aging – Living Healthier and Longer

Date: TBD
Time: TBD
Location: TBD
Instructor: Ruth Stephens

Description:
This course will teach participants the process of physical and mental aging. They will learn certain problems associated with aging, as well as food, herbs, vitamins and minerals that support the body's physical and mental longevity. They will also learn various mental games to keep the mind youthful and sharp.

Topics Covered:
• Learn the nutrients and supplements required to improve your health, and the vitamins, minerals, and various herbs that serve as shields against common diseases that are related to aging
• Discover the secret to fit fitness into your life at all times
• Learn some diet and nutritional advice to maintain your younger look and feeling from the inside and out, as well as techniques for defying the aging process

Course Length: 2 Hours

How Sweet It Is – Preventing and Treating Diabetes

Date: TBD
Time: TBD
Location: TBD
Instructor: Ruth Stephens

Description:
This course will teach participants about preventing and treating diabetes through proper nutrition and lifestyle changes. They will learn the common symptoms and causes of creating the disease and how to avoid them.

Topics Covered:
• Risk factors for diabetes
• Lifestyle changes
• Working with your health care team
• Complications from diabetes

Course Length: 2 Hours
Hypertension and Stress: Relieve the Pressure and Relax… Ahhh!

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: Ruth Stephens

Description:
In this course participants will learn how to prevent hypertension through proper nutrition and lifestyle changes. They will learn the most common causes of this illness and how to avoid them. Participants will also learn how to access blood pressure readings.

Topics Covered:
- How stress can contribute to heart disease
- What are the warning signs of stress
- How can I cope with stress

Course Length: 2 Hours

Employee Assistance/Work-Life Program

Date: TBD  
Time: TBD  
Location: TBD  
Instructor: TBD

Description:
The Employee Assistance Program is a confidential, voluntary service that provides professional counseling and referral services designed to help you and your family members with personal, job or family related problems. Your EAP can help you and your dependents identify, resolve and gain control over personal problems that may be interfering with work and daily life.

Topics Covered:
- Diagnostic Assessment and Problem Resolution Sessions
- Legal Consultations
- Financial Consultations
- Online Work-Life EAP Resources

Course Length: 2 Hours
Cyberspace in Our Daily Lives – Office of Homeland Security

Date: TBD
Time: TBD
Location: TBD
Instructor: TBD

Description:
Our daily life, economic vitality, and national security depend on a stable, safe, and resilient cyberspace. We rely on this vast array of networks to communicate and travel, power our homes, run our economy, and provide government services. Yet cyber intrusions and attacks have increased dramatically over the last decade, exposing sensitive personal and business information, disrupting critical operations, and imposing high costs on the economy.

Topics Covered:
• Learn more about the dangers of Internet crimes, what you can do to prevent them, and what your kids need to know from the National Crime Prevention Council.
• Protect yourself, your family, and your devices with tips and resources from the National Cyber Security Alliance.
• Get educational resources for educators and parents to discuss cybersecurity with kids and teens from Netsmartz, a program of the National Center for Missing and Exploited Children (NCMEC).

Course Length: 2 Hours
National Seminars Training – Management and Leadership Skills for First-Time Supervisors and Managers
September 5–6, 2013
Troy, MI

Description:
There is nothing tougher than your first job in management. No matter how well prepared you may think you are, management is never what you’re expecting. And that’s why you need this intensive two-day immersion course on critical leadership skills and techniques.

National Association for College Administration Counseling – National Conference
September 19–21, 2013
Toronto, ON

Description:
NACAC’s national conference is the preeminent forum for the college admission community. Join more than 5,500 secondary and post-secondary college admission counseling professionals to exchange ideas, learn from experts, and experience the solutions and services that can help you accomplish your goals. Ellucian representatives will be available throughout the conference and at Ellucian booth #829 to discuss smart solutions for ensuring student success.

Ellucian (Banner) Technical Training Week 2013
September 30-October 3, 2013
Hyatt Regency, Reston, Virginia

Description:
Want to stay current on your administrative solutions? Learn about new functionality that your users are not aware of? Join us at Technical Training Week. This is a great opportunity for your technical staff to interact with product and service owners and subject matter experts and attend more than 70 lectures and hands-on training sessions for Banner® by Ellucian and Colleague® by Ellucian.
Association of Community College Trustees Leadership Congress
October 2–5, 2013
Seattle, WA

Description:
See us at the 44th annual ACCT Leadership Congress in Seattle as we join the association membership in “Moving the Needle” to meet the demands placed on today’s community colleges. Ellucian will be on hand to speak with you about how our solutions and services can help ensure student success and improve your institution’s bottom line.

CASE – Council for Advancement and Support of Education – Conference for Community College Advancement
October 2–4, 2013
San Diego, CA

Description:
Conference for professionals who work to advance community colleges.

Educause
October 15–18, 2013
Anaheim, CA

Description:
The EDUCAUSE Annual Conference is the premier gathering for higher education IT professionals. It provides content and exploration of today’s toughest technology issues facing campuses around the world, and convenes some of the brightest minds in the community. Join us to learn how our software solutions can help you drive efficiencies and improve performance.
**WCCCD – District-Wide Conference Day 2013**

October 29, 2013  
Taylor, MI

**Description:**
Each year in the College Calendar, one day in October is identified as WCCCD’s District-Wide Conference Day. There are no classes for students on that day; rather, it is a day dedicated to the professional development of all Wayne County Community College District employees.

On WCCCD District-Wide Conference Day there is usually a general session with a keynote speaker and remarks from a successful alumnus; concurrent sessions presented by faculty, staff and external consultants; a vendor fair; and discipline and area meetings.

A Planning Committee, many other subcommittees, and volunteers work together to plan and deliver a day brimming with opportunities to gain information and develop skills designed to better serve the College community.

**MACRAO – Michigan Association of Collegiate Registrars & Admissions Officers – Annual Conference 2013**

November 6-8, 2013  
Indianapolis, IN

**Description:**
The purpose of this association shall be to contribute to the advancement of higher education in its fullest and broadest implications and to advance professionally the office or offices of admissions, registration, and records which exist in member institutions as well as in other institutions serving the cause of higher education.

**CASE – Council for Advancement and Support of Education – District V Conference**

December 15-17, 2013  
Chicago, IL

**Description:**
Experts from multiple higher education institutes come together, to offer both an executive view and a new professional’s view. Obtain cross-segmented professional development and help to expand your knowledge of issues facing advancement colleagues at other Higher Ed institutions. The professional development workshops will tackle critical issues such as managing conflict and sustaining dynamic teams. The keynote speakers will provide a blend of messages of vision, engagement and motivation. Since they work outside of higher dedication, they will bring a fresh prospective and a unique vantage point on our profession.
AACC – American Association of Community Colleges - World Conference 2014
April 5–8, 2014
Washington, D.C.

Description:
The premiere event for community college leaders, AACC's Annual Convention offers unprecedented professional development as well as the opportunity to network, share, and learn from professionals in the fields of education, business and industry, and the government sector. The AACC Exhibit Hall offers a variety of services and products to bring innovation to your campus.

Images and Perceptions Diversity Conference 2014
April 2014
Dearborn, MI

Description:
The Conference explores the remarkable culture and diversity of the Arab American, African American, and Hispanic American communities, as it examines the images portrayed in media, film, and television, and their implication in education, government, and corporate America.

NISOD – National Institute Staff and Organizational Development - International Conference on Teaching and Leadership Excellence
May 25–28, 2014
Austin, TX

Description:
NISOD has been serving, engaging, and inspiring higher education faculty, staff, and administrators for more than three decades—providing professional development opportunities and experiences to community and technical colleges in the U.S. and abroad. It is truly our privilege to have you as participants at NISOD’s hallmark professional development event. From this unique learning event, we hope that you will take new strategies about how to engage students and help them achieve their educational goals back to your colleges, collaborate with your colleagues, and implement them into your daily work.
ADC – American-Arab Anti-Discrimination Committee Conference 2014

June, 2014
Washington, DC

Description:
Arab Americans from all over the country come together at our Nation’s Capitol to network, share our cultural heritage, and take action on key policy issues pertaining to our community. Over the course of the Convention, ADC invites participants to support a series of “Asks,” which are requests for action on policy issues. These ten “Asks” range from petitions on immigration Reform to ensuring that Convention participants are engaged with our government.