

FY19	Course #	Professional Development	Speaker	Date/Time	Location
September	1	FVCC 101	FVCC Team	Sept 26 / 10:00 – 2:00	BH 140
October	2	Organizing Email	Rick Owens	October 10 / 2:00 – 3:00	BSS 135
October	3	Organizing Email	Rick Owens	October 23 / 3:00 – 4:00	BSS134
November	4	Positivity	Diane Skyland	November 7 / 2:00 – 3:00	BH140
November	5	Business Communications	Kathy Dunnehoff	November 13 / 9:00 – 10:00	AT207
December	6	Behavioral Intervention	BIT Team	December 5 / 2:00 – 3:00	BH140
December	7	Everything I Need to Know I Learned at the FVCC Library...	Susan Matter	December 11 / 10:00 – 11:00	BH140
January	8	CPR/AED/Choking Response	FVCC Nursing	January 15 / 11:00 – 12:00	AT144A/B
January	9	Run, Lock, Fight	Cory Clark	January 15 / 9:00 – 4:00	AT139
February	10	Challenging Conversations	Beckie Christiaens	February 12 / 1:00 – 2:00	BH140
February	11	Public Speaking	Amy Pearson	February 27 / 3:00 – 4:00	AT207
March	12	Accreditation: Countdown to Spring 2020	Jessica Hopkins	March 13 / 10:00 – 11:00	BH140
March	13	Accreditation: Countdown to Spring 2020	Jessica Hopkins	March 21 / 1:00 – 2:00	BH140
April	14	Managing Stress	Stephanie Paidas	April 10 / 12:00 – 1:30	BH140
April	15	Performance Management for Supervisors	Karen Glasser	April 16 / 10:00 – 11:00	BH140
May	16	New Evaluation Form	Jodi Smith/K Glasser	May 1 / 1:00 – 2:00	BH140
May	17	CPR/AED/Choking Response	FVCC Nursing	May 21 / 3:00 – 4:00	AT144A/B

COURSE DESCRIPTIONS BELOW

1. **FVCC 101** – Curious about the College’s history? Where do I find beer from the Brewery? What’s that deadline again for memorizing the Mission statement for accreditors? Come to this session and learn these essential elements about FVCC – especially if you are a new employee. Develop new friends and build your network with other employees across campus! Lunch provided.
2. **Organizing Email – Folders, Filters, Searches and Archives:** Are you lost in a blizzard of email messages? This presentation will give you the tools to tame unruly email and make it work for you, not the other way 'round. (Turning your newly-cleaned inboxes into snow forts is left as an exercise for the students.)
3. **Organizing Email – Folders, Filters, Searches and Archives:** Are you lost in a blizzard of email messages? This presentation will give you the tools to tame unruly email and make it work for you, not the other way 'round. (Turning your newly-cleaned inboxes into snow forts is left as an exercise for the students.)
4. **Positivity** - Positivity is a choice, and negativity is often merely just a habit. The Mayo Clinic associates positive thinking with better stress management and improved overall health. Come join us for a positivity pause to your workday and learn how to boost positive thinking in your life.
5. **Business Communications** – Your written communication skills can help you succeed—or hold you back. In any role, you must be able to convey your ideas in ways that effectively communicate your message. Learn some tips on professionally and effectively writing in the workplace.
6. **Behavioral Intervention** – What should you do when you notice concerning behavior? The FVCC BIT (Behavioral Intervention Team) assesses behavior on campus and assists in resolving these issues. Learn how to report concerning behavior, what the team does to assess situations, how it may intersect with Title IX, and what resources the team offers.
7. **Everything I Need to Know I Learned at the FVCC Library** - Did you know that you can...?
 - Keep up with trends and changes in your field with easy access to professional online journals
 - Look at both sides of current issues with opinions based on fact
 - Find authoritative information on most any topic
 - View today’s events in over 10,000 newspapers, including 31 newspapers in Montana

Attend this workshop to learn more about how the library can help you do a better job!

8. **CPR/AED/Choking Response**– For first time learners or as an annual refresher, this training will teach adult CPR, how to use an AED, and respond to a choking victim. This will be a hands-on course practicing on mannequins, so wear comfortable clothing for being active.

- 9. Run, Lock, Fight** – Learn how to take action to protect yourself and others in the event of an active shooter, violent behavior or threat on campus. Hands-on, active participation and response actions during this course.
- 10. Challenging Conversations** – Difficult conversations exist in every aspect of our lives. Would you like to learn how to embrace them instead of avoid them and gain some insight on your conflict management style? Learn some techniques that will help your next difficult conversation. Lunch provided.
- 11. Public Speaking** – Research suggests that a large percentage of people fear public speaking more than death. However, public speaking is an important skill for various contexts of our lives; work, celebrations, events, participation in the public sphere and on and on. Public speaking can also be empowering as we find our voices and speak fervently for what we value. In this workshop, we will practice finding our voices.
- 12. Accreditation: Countdown to Spring 2020** – How well is FVCC fulfilling its mission? This is the main question that will be asked during NWCCU’s comprehensive evaluation and site visit in Spring 2020. Join us for an interactive discussion of how our Mission and four Core Themes help us communicate what we do and how well we do it.
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- 14. Managing Stress** – Stressed out at work? Recent studies report increasing levels of stress in the workplace, which can have detrimental impacts on health and well-being. This session will focus on specific stress management strategies for the workplace. Lunch provided.
- 15. Performance Management for Supervisors** – An interactive performance management process is being piloted this year for supervisors and employees. In this session we will roll out a toolkit to assist supervisors for onboarding new employees, setting goals and expectations, coaching, and providing constructive feedback to employees.
- 16. New Evaluation Form** – As part of the new Performance Management program, a new evaluation is being developed and piloted throughout this year. Come learn about this new evaluation tool and what to expect! Lunch provided.
- 17. CPR/AED/Choking Response**– For a first time learner or as an annual refresher, this training will teach adult CPR, how to use an AED, and respond to a choking victim. This will be a hands-on course practicing on mannequins, so wear comfortable clothing for being active.