

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Human Resources and Employee Compensation Services  
2016-2017 CLASSIFIED PROFESSIONAL DEVELOPMENT SERIES I SEMINARS**

<p><b>INVITATION to JOIN US IN CALENDARING THESE PROFESSIONAL GROWTH SEMINAR DATES for CAREER DEVELOPMENT and SALARY STIPEND OPPORTUNITIES!</b> <b>Questions or Preferred Topics of Interest??</b></p> <p><b>E-Mail: Jake-Hansen@scusd.edu Jake Hansen, Personnel Specialist, Human Resources Services</b></p> <p><b><u>WE INVITE ALL CLASSIFIED EMPLOYEES to ATTEND these INFORMATIVE and FREE SEMINARS TO SHARE, LEARN and GROW!</u></b></p>	<p><i>All SCUSD CLASSIFIED employees are invited to attend. The most powerful form of learning, the most sophisticated form of staff development, comes not from listening to the good works of others but from sharing what we know with others. . . . By reflecting on what we do, by giving it coherence, and by make reflective conversation.</i></p>	<p><i>Deadline for filing PROFESSIONAL GROWTH UNITS shall be 8-1 for changes effective September 1 and March 1 for changes effective April 1. (Attend 16 workshops minimum, annually, attend 16 workshops minimum, annually, Sept. to June for August 1 deadline.) PSL-F002</i></p>			<p><b>*SAVE THE DATES!</b> We look forward to sharing a wealth of knowledge with everyone.</p> <p><b>* Shared Reasons to Make Professional Development a Priority :</b> Career Learning Opportunities; Keeping Up with Current Trends; It's Fun; There's Money In It; Growth; Leadership; Discovery; Expertise; Informative; Inspirational; Learning; Freebies/Raffles; Networking; Educational; Include on Resume or at Interviews; Support Staff, Students and Colleagues</p> <p><b>*Attendees interested in Professional Growth "salary" credit will be required to SIGN IN for attendance verification.</b></p>					
<p><b>PROFESSIONAL GROWTH FAST TRACK Seminar Topics</b></p>	<p><b>Location/Date/Time</b></p>	<p><b>Maximum Enrollment Capacity</b></p>	<p><b>Guest Speaker(s)</b></p>	<p>CONFIDENTIAL</p>	<p>SEIU</p>	<p>Non-Represented Supervisors</p>	<p>Classified Mgt. (not applicable toward In-Service Growth)</p>	<p>CSA, Supervisors</p>	<p>Teamsters (SPOM's)</p>	<p>Enroll to the Professional Development at the following Sign-Up Genius Link (please make sure to use your district email when signing up)</p>
<p>1 <b><u>How to make more money and making the move into becoming Certificated:</u></b> District and CBA information on Career Lattice and Classified Professional growth &amp; an overview of how to obtain a credential.</p>	<p>October 21, 2016- Friday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>	<p>60 for each class session</p>	<p><b><u>Barbara Valdez, Personnel Technician III- SCUSD Marjorie Petralli, Credential Specialist- SCUSD</u></b></p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center"><a href="#">REGISTER HERE 10/21/16</a></p>
<p>2 <b><u>Holiday Stress-Hardy:</u></b> Lower self-imposed stress. Understand the "Bill of Rights" for the holidays. Manager stress more effectively during the holidays. Cope better with grief and loss during the holidays</p>	<p>November 9, 2016- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH /MINN</p>	<p align="center">60</p>		<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center"><a href="#">REGISTER HERE 11/9/16</a></p>
<p>3 <b><u>Delivering Excellent Customer Service:</u></b> Understand why companies lose customers. Identify customers' "hot buttons". Know what customers want and don't want. Handle complaints effectively.</p>	<p>November 15, 2016- Tuesday 12:00 to 1:00 p.m. at Serna Ctr, MICH /MINN</p>	<p align="center">60</p>		<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center"><a href="#">REGISTER HERE 11/15/16</a></p>
<p>4 <b><u>Creating a Positive Work Environment:</u></b> Define the ideal workplace. Reach agreements on work behavior. Know what to do when words fail. Provide support and encouragement.</p>	<p>December 2, 2016- Friday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>	<p align="center">60</p>		<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center"><a href="#">REGISTER HERE 12/2/16</a></p>

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<p><u>Mentoring Adolescents:</u> Understand the developmental tasks of adolescence. Understand how to communicate and negotiate with teens. Describe the roles of the mentor and objectives of mentoring. Understand the natural stages of the mentor-mentee relationship and general guidelines for the mentoring process</p>	<p>December 15, 2016- Thursday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>	<p>60</p>		<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p><a href="#">REGISTER HERE 12/15/16</a></p>
<p><u>Effective Workplace Communication:</u> Understand the connection between good working relationships and effective communication. Describe key elements of a clear message. Identify and overcome challenges to getting the message across. Apply techniques for building rapport.</p>	<p>January 11, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>	<p>60</p>		<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p><a href="#">REGISTER HERE 1/11/17</a></p>
<p><u>Leadership and Leading:</u> Define "leadership". Manage and lead more effectively. Describe the different leadership styles. Understand the roles and skills of the leader.</p>	<p>January 25, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>	<p>60</p>		<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p><a href="#">REGISTER HERE 1/25/17</a></p>

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<p>8 <u>Relaxation Techniques for Managing Stress:</u> Understand the nature of stress and the body's responses to stressors. Identify the symptoms of stress "build up". Discuss different stress management strategies used to buffer the effects of stress. Practice "in the moment" techniques for managing stress.</p>	<p>February 3, 2017- Friday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>	<p>60</p>		<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p><a href="#">REGISTER HERE 2/3/17</a></p>
<p>9 <u>Readiness for Healthy Change:</u> Identify the benefits and rewards of healthy change. Identify challenges and how to overcome them. Develop a plan of action. Identify sources of support.</p>	<p>February 14, 2017- Tuesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>	<p>60</p>		<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p><a href="#">REGISTER HERE 2/14/17</a></p>
<p>10 <u>Creating a Respectful Work Environment:</u> Understand the benefits of a respectful work environment. Be more aware of personal behavior in the workplace. Comply with relevant employment policies/guidelines. Identify behaviors that enhance respect and communication</p>	<p>March 1, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>	<p>60</p>		<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p><a href="#">REGISTER HERE 3/1/17</a></p>

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<p>11 <u>Improving Longevity and Quality of Life:</u> Understand the connection between exercise and longevity. Make lifestyle changes that can help increase longevity and quality of life. Understand the connection between quality of life and living longer.</p>	<p align="center">March 14, 2017- Tuesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>	<p align="center">60</p>		<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center"><a href="#">REGISTER HERE 3/14/17</a></p>
<p>12 <u>Building Resilience:</u> Describe the characteristics of resilience. Identify how to develop resilience. Know how resilient individuals turn challenges into opportunities. Understand the role of stress management in maintaining resilience.</p>	<p align="center">April 5, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>	<p align="center">60</p>		<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center"><a href="#">REGISTER HERE 4/5/17</a></p>

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13	<b>Creating a Positive Attitude:</b> Understand the importance of optimism. Know how self-talk and attitude impacts quality of life. Overcome negativity. Assess their Outlook.	April 25, 2017- Tuesday, 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60		x	x	x	x	x	x	<a href="#">REGISTER HERE 4/25/17</a>
14	<b>Enhancing Wellness through Resilience and Work-Life Balance:</b> Define different aspects of work-life balance. Identify symptoms of burnout and compassion fatigue resulting from work-life challenges and stress. Identify the characteristics of resilience and how to develop resilience to enhance work-life balance.	May 9, 2017- Tuesday, 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60		x	x	x	x	x	x	<a href="#">REGISTER HERE 5/9/17</a>
15	<b>Creating Work-Life Balance:</b> Handle multiple demands more effectively. Follow five steps to achieving balance. Identify internal and external stressors. Know how to use energy wisely.	May 24, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60		x	x	x	x	x	x	<a href="#">REGISTER HERE 5/24/17</a>



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16	<p><u>Dealing with Difficult People:</u> Identify typical workplace conflicts. Apply a problem-solving model for win-win results. Promote creativity using communication. Identify common behaviors of difficult people.</p>	<p>June 7, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>		<p align="center">60</p>				x	x	x	x	x	x	<p><a href="#">REGISTER HERE 6/7/17</a></p>
17	<p><u>Diversity: A Workplace Asset:</u> Define "diversity". Understand the benefits of a culturally diverse workplace. Understand what factors inhibit the creation of a diverse culture.</p>	<p>June 20, 2017- Tuesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>		<p align="center">60</p>				x	x	x	x	x	x	<p><a href="#">REGISTER HERE 6/20/17</a></p>