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

INVITATION to JOIN US

INVITATION to JOIN US IN CALENDARING THESE PROFESSIONAL GROWTH SEMINAR DATES for CAREER DEVELOPMENT and SALARY STIPEND OPPORTUNITIES! Questions or Preferred Topics of Interest?? E-Mail: Jake-Hansen@scusd.edu Jake Hansen, Personnel Specialist, Human Resources Services WE INVITE ALL CLASSIFIED EMPLOYEES to ATTEND these INFORMATIVE and FREE SEMINARS TO SHARE, LEARN and GROW!	AUSCUSD_CLASSIFIED EMPLOYEES ATE INVIDENCES AT SOPHISTICATION OF STATE OF S	*SAVE THE DATES! We look sharing a wealth of knowle everyone. *Shared Reasons to Make Pride to the sharing of								cnowledge with ne. lake Professional c Career Learning g Up with Current re's Money In It; scovery; Expertise; onal; Learning; rking; Educational; or at Interviews; s and Colleagues I in Professional will be required to
PROFESSIONAL GROWTH FAST TRACK Seminar Topics	Location/Date/Time	Maximum Enrollment Capacity	<u>Guest Speaker(s)</u>	CONFIDENTIAL	SEIU	Non-Represented Supervisors	Classified Mgt. (not applicable toward In-Service Growth)	CSA, Supervisors	Teamsters (SPOM's)	Enroll to the Professional Development at the following Sign-Up Genius Link (please make sure to use your district email when signing up)
How to make more money and making the move into becoming Certificated: District and CBA information on Career Lattice and Classified Professional growth & an overview of how to obtain a credential.	October 21, 2016- Friday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60 for each class session	Barbara Valdez, Personnel Technician III- SCUSD Marjorie Petralli, Credential Specialist- SCUSD	х	x	x	x	x	х	REGISTER HERE 10/21/16
Holiday Stress-Hardy: 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	November 9, 2016- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH /MINN	60		х	х	x	x	x	х	REGISTER HERE 11/9/16
Delivering Excellent Customer Service: Understand why companies lose customers. Identify customers' "hot buttons".Know what customers want and don't want. Handle complaints effectively.	November 15, 2016- Tuesday 12:00 to 1:00 p.m. at Serna Ctr, MICH /MINN	60		x	x	x	x	x	х	REGISTER HERE 11/15/16
Creating a Positive Work Environment: Define the ideal workplace. Reach agreements on work behavior.Know what to do when words fail. Provide support and encouragement.	December 2, 2016- Friday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60		х	х	x	x	x	x	REGISTER HERE 12/2/16

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PROFESSIONAL GROWTH FAST TRACK Seminar Topics	<u>Location/Date/Time</u>	Maximum Enrollment Capacity	Guest Speaker(s)	CONFIDENTIAL	SEIU	Non-Represented Supervisors	Classified Mgt. (not applicable toward In-Service Growth)	CSA, Supervisors	Teamsters (SPOM's)	Enroll to the Professional Development at the following Sign-Up Genius Link (please make sure to use your district email when signing up)			
Mentoring Adolescents: Understand the developmental tasks of adolesence. Understand how to communicate and negotiate with teens. Describe the roles of the mentor and objectives of mentoring. Understand the natural stages of the mentormentee relationship and general guidelines for the mentoring process	December 15, 2016- Thursday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60		x	x	x	х	x	x	REGISTER HERE 12/15/16			
Effective Workplace Communication: 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.	January 11, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60		x	x	x	x	x	x	REGISTER HERE 1/11/17			
Leadership and Leading: Define "leadership". Manage and lead more effectively. Describe the different leadership styles. Understand the roles and skills of the leader.	January 25, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60		x	x	x	x	x	x	<u>REGISTER HERE</u> <u>1/25/17</u>			

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Relaxation Techniques for Managing Stress: 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.	February 3, 2017- Friday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60		x	х	x	x	х	x	REGISTER HERE 2/3/17	
Readiness for Healthy Change: Identify the benefits and rewardsof healthy change. Identify challenges and how to overcome them. Develop a plan of action. Identify sources of support.	February 14, 2017- Tuesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60		x	x	x	x	x	x	REGISTER HERE 2/14/17	
Creating a Respectful Work Environment: 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	March 1, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60		x	x	x	x	x	x	REGISTER HERE 3/1/17	

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Improving Longevity and Quality of Life: 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.	March 14, 2017- Tuesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60		x	x	x	х	х	х	REGISTER HERE 3/14/17	
Building Resilience: Describe the characteristics of resilience. Identify how to develop resilience. Know how resilient individuals turn chanllenges into opportunities. Understand the role of stress management in maintaining resilience.	April 5, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60		х	x	х	х	х	х	REGISTER HERE 4/5/17	

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13	<u>Creating a Positive Attitude:</u> 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	х	x	х	х	x	REGISTER HERE 4/25/17			
14	Enhancing Wellness through Resilience and Work-Life Balance: 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	REGISTER HERE 5/9/17			
15	Creating Work-Life Balance: 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	х	x	х	x	x	REGISTER HERE 5/24/17			

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