

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

<p>INVITATION to JOIN US IN CALENDARING THESE PROFESSIONAL GROWTH SEMINAR DATES for CAREER DEVELOPMENT and SALARY STIPEND OPPORTUNITIES! <u>Questions or Preferred Topics of Interest??</u></p> <p>E-Mail: Jake-Hansen@scusd.edu Jake Hansen, Personnel Specialist, Human Resources Services</p> <p><u>WE INVITE ALL CLASSIFIED EMPLOYEES to ATTEND these INFORMATIVE and FREE SEMINARS TO SHARE, LEARN and GROW!</u></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 making 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. PSL-F002</i></p>		<p>*SAVE THE DATES! We look forward to sharing a wealth of knowledge with everyone.</p> <p>* Shared Reasons to Make Professional Development a Priority : 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>*Attendees interested in Professional Growth "salary" credit will be required to SIGN IN for attendance verification.</p>						
<u>PROFESSIONAL GROWTH FAST TRACK Seminar Topics</u>	<u>Location/Date/Time</u>	<u>Maximum Enrollment Capacity</u>	<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)
1 <u>How to make more money and making the move into becoming Certified:</u> 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	<u>Barbara Valdez, Personnel Technician III- SCUSD</u> <u>Marjorie Petralli, Credential Specialist- SCUSD</u>	x	x	x	x	x	x	REGISTER HERE 10/21/16
2 <u>Holiday Stress-Hardy:</u> 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 10:00 to 11:00 a.m. at Transportation Office	28	<u>Lester Wielsein-MHN</u>	x	x	x	x	x	x	REGISTER HERE 11/9/16
3 <u>Holiday Stress-Hardy:</u> 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 10, 2016- Thursday 12:00 to 1:00 p.m. at Serna Ctr	60	<u>Lester Wielsein-MHN</u>	x	x	x	x	x	x	REGISTER HERE 11/10/16
4 <u>Delivering Excellent Customer Service:</u> 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	<u>Kelly Bell</u>	x	x	x	x	x	x	REGISTER HERE 11/15/16

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5 <u>Holiday Stress-Hardy:</u> 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 16, 2016 4:30-5:30 p.m. at Hiram Johnson High School	60	<u>Peggy Cross</u>	x	x	x	x	x	x	REGISTER HERE 11/16/16
6 <u>Mentoring Adolescents:</u> A mentor is a caring, adult friend who devotes time to a young person. Although mentors can fill many roles, all mentors have the same goal: to help young people discover their strengths and achieve their potential. By sharing fun activities and introducing new ideas and experiences, a mentor supports academic achievement, encourages positive choices, and promotes high self-esteem. This workshop provides an overview of adolescent development and offers strategies for becoming an effective mentor.	November 28, 2016- Monday 4:00 to 6:00 p.m. at The MET	80	<u>Kelly Bell</u>	x	x	x	x	x	x	REGISTER HERE 11/28/16
7 <u>Creating a Positive Work Environment:</u> 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	<u>Carol Rivero</u>	x	x	x	x	x	x	REGISTER HERE 12/2/16
8 <u>Time Management:</u> Many employees are juggling extra responsibilities, working longer hours, and experiencing overload in their personal lives. Most would agree that there are not enough hours in the day. An effective strategy for time management can help us achieve our goals by doing more in less time, focusing on what is important, and feeling less stressed in the process. This workshop helps participants develop an individualized time management strategy.	December 5, 2016 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	<u>Kelly Bell</u>	x	x	x	x	x	x	REGISTER HERE 12/5/16

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<p align="center">PROFESSIONAL GROWTH FAST TRACK Seminar Topics</p>	<p align="center"><u>Location/Date/Time</u></p>	<p align="center"><u>Maximum Enrollment Capacity</u></p>	<p align="center"><u>Guest Speaker(s)</u></p>	<p align="center">CONFIDENTIAL</p>	<p align="center">SEIU</p>	<p align="center">Non-Represented Supervisors</p>	<p align="center">Classified Mgt. (not applicable toward In-Service Growth)</p>	<p align="center">CSA, Supervisors</p>	<p align="center">Teamsters (SPOM's)</p>	<p align="center">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>9 <u>Time Management:</u> Many employees are juggling extra responsibilities, working longer hours, and experiencing overload in their personal lives. Most would agree that there are not enough hours in the day. An effective strategy for time management can help us achieve our goals by doing more in less time, focusing on what is important, and feeling less stressed in the process. This workshop helps participants develop an individualized time management strategy.</p>	<p align="center">December 7, 2016 4:00 to 6:00 p.m. at Hiram Johnson High School</p>	<p align="center">60</p>	<p align="center"><u>Kelly Bell</u></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">REGISTER HERE 12/7/2016</p>
<p>10 <u>Healthy Boundaries at Work:</u> As human beings, we vary significantly when it comes to our needs, values and preferences, as well our beliefs about the right ways to behave and interact in the workplace. It's to be expected that differences come up in our day to day interactions. Having healthy boundaries means being assertive and communicating one's needs, while respecting the needs of others. By doing so, we can minimize feelings of resentment, anger, anxiety and stress and increase our levels of satisfaction, ease and productivity in our place of work.</p>	<p align="center">December 15, 2016- Thursday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>	<p align="center">60</p>	<p align="center"><u>Kelly Bell</u></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">REGISTER HERE 12/15/16</p>
<p>11 <u>Enhancing Wellness through Resilience and Work-Life:</u> Balance Establishing wellness depends on maintaining a healthy balance between work and life – which is rarely easy in our fast-paced world. Regularly giving in to work demands can compromise our personal lives. Conversely, the emotional fallout of personal or relationship problems can make it difficult to give our best at work. This workshop offers effective strategies for striking a healthy work-life balance.</p>	<p align="center">December 20, 2016- Tuesday 4:00 to 6:00 p.m. at The MET</p>	<p align="center">80</p>	<p align="center"><u>Carol Rivero</u></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">REGISTER HERE 12/20/16</p>

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12	<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.	January 11, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	<u>Toni Horvath</u>	x	x	x	x	x	x	REGISTER HERE 1/11/17
13	<u>Creating a Respectful Work Environment:</u> A positive, respectful work environment is critical to performance, job satisfaction and well-being. Yet creating a respectful workplace can be challenging, since workplaces include people from different backgrounds, with different personal styles. This workshop addresses how to bridge differences for a respectful, happier and more productive workplace.	Cancelled			x	x	x	x	x	x	REGISTER HERE 1/17/17
14	<u>Shift Work and Stress:</u> Working at night or during off hours makes it difficult for workers to get enough sleep, which may harm job performance and health. The constant switching from day to night work hours inherent in shift work disrupts the body's natural circadian rhythms and daily functions. Both shift and night workers face the possibility of isolation from friends and family who work a regular day schedule and may not understand the unique stresses and demands of working nonstandard hours.	January 18, 2017- Wednesday 10:00-11:00 am at Hiram Johnson High School	60		x	x	x	x	x	x	REGISTER HERE 1/18/17
15	<u>The Care and Keeping of You:</u> In today's fast-paced world with its many competing demands, taking care of oneself often takes a back burner. Many Americans believe that they don't have time for self-care activities; meanwhile, their physical, mental and emotional health may suffer. Learning ways to incorporate simple self-care activities into our daily lives doesn't have to be complicated, and it can go a long way in promoting our health and happiness!	January 25, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	<u>Toni Horvath</u>	x	x	x	x	x	x	REGISTER HERE 1/25/17

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16	<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.	February 3, 2017- Friday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	<u>Peggy Cross</u>	x	x	x	x	x	x	REGISTER HERE 2/3/17
17	<u>Everybody Somebody Anybody and Nobody:</u> How often do we find ourselves in a situation where we are blaming "somebody" for not doing something that "everybody" could have done but "nobody" did? Take a lighthearted approach to seeing how negative emotions are created as a result of miscommunication and unmet expectations. What is there to understand about expectations that go unmet? Learn to appreciate your own ability to create positive emotions in the workplace by being self-responsible and creating a culture that values accountability as the norm.	February 9, 2017- Thursday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	<u>Michele Mariscal</u>	x	x	x	x	x	x	REGISTER HERE 2/9/17
18	<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.	February 14, 2017- Tuesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	<u>Peggy Cross</u>	x	x	x	x	x	x	REGISTER HERE 2/14/17
19	<u>Student Behavior Intervention:</u> What is BIS? Discussion of Common Bus Behaviors, general behavior supports and the integrated experience.	February 16th, 2017 11:00 to 12:00 p.m. at Transportation Office	30	<u>Leilani Armstrong</u>	x	x	x	x	x	x	REGISTER HERE 2/16/17
20	<u>SCUSD Technology Training:</u> How to navigate the new SCUSD website, Outlook email overview and how to stay connected on the go. Other technology tools available to you as a District employee.	February 17th- Friday 10:00 to 11:00 a.m. at Serna Ctr, Training Room B	30	<u>Rachel Cooper</u>	x	x	x	x	x	x	REGISTER HERE 2/17/17
21	<u>SCUSD Technology Training:</u> How to navigate the new SCUSD website, Outlook email overview and how to stay connected on the go. Other technology tools available to you as a District employee.	February 17th- Friday 12:00 to 1:00 p.m. at Serna Ctr, Training Room B	30	<u>Rachel Cooper</u>	x	x	x	x	x	x	REGISTER HERE 2/17/17

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22 <u>Valuing Your Time: Enhancing Productivity and Effectiveness.</u> Having practical and feasible ways of managing your time is more critical today than ever. Many employees are increasingly performing multiple tasks, handling heavier workloads, working longer hours, as well as experiencing overload in their personal lives. Although we can't control time itself, we can develop good habits for being organized and proactive about how we use it. This program is about evaluating how we currently spend our time, identifying what interferes with getting the most out of our available time, and using strategies to manage our time and workloads.	February 21, 2017- Tuesday 4:00 to 6:00 p.m. at The MET	80	<u>Peggy Cross</u>	x	x	x	x	x	x	REGISTER HERE 2/21/17
23 <u>Introduction to SEL and Mindfulness:</u> This session will describe the benefits of and provide you with some take-away tools for beginning to practice "mindfulness." Mindfulness is a highly effective and practical SEL practice that we can use throughout the day to relax deeply in the moment, pay attention to what is happening inside and outside of ourselves with clarity and equanimity, and build our SEL skills so that we can be at our best at work, school, home, and in the community.	February 22, 2017- Wednesday 10:00 to 11:00 p.m. at Serna Center, Bistro	60	<u>Hector Montenegro & Sue Keister</u>	x	x	x	x	x	x	REGISTER HERE 2/22/17
24 <u>Introduction to SEL and Mindfulness:</u> This session will describe the benefits of and provide you with some take-away tools for beginning to practice "mindfulness." Mindfulness is a highly effective and practical SEL practice that we can use throughout the day to relax deeply in the moment, pay attention to what is happening inside and outside of ourselves with clarity and equanimity, and build our SEL skills so that we can be at our best at work, school, home, and in the community.	February 22, 2017- Wednesday 4:00 to 6:00 p.m. The MET	80	<u>Hector Montenegro & Sue Keister</u>	x	x	x	x	x	x	REGISTER HERE 2/22/17

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25	<u>SCUSD Technology Training:</u> How to navigate the new SCUSD website, Outlook email overview and how to stay connected on the go. Other technology tools available to you as a District employee.	February 27, 2017- Monday 4:00 to 6:00 p.m. at Charles A Jones	40	<u>Rachel Cooper</u>	x	x	x	x	x	x	REGISTER HERE 2/27/17
26	<u>Alleviating Job Burnout:</u> Job burnout is a special type of job stress — a state of physical, emotional or mental exhaustion combined with doubts about your competence and the value of your work. Burnout can reduce your productivity and sap your energy, leaving you feeling increasingly helpless, hopeless, cynical, and resentful. This program will consider different causes for burnout and discuss prevention as well as coping strategies.	Cancelled			x	x	x	x	x	x	REGISTER HERE 3/1/17
27	<u>Student Behavior Intervention:</u> What is BIS? Discussion of Common Bus Behaviors, general behavior supports and the integrated experience.	March 8th, 2017 4:00 to 5:00 p.m. at The MET	80	<u>Leilani Armstrong <Leilani-Armstrong@scusd.edu></u>	x	x	x	x	x	x	REGISTER HERE 3/8/17
28	<u>How to Improve Your Communication Skills:</u> Learn how your ability to listen affects communication. Communication is a skill that can be improved when you recognize differences in styles of exchanging information, and your willingness to be open and receptive rather than "right." This workshop offers a lighthearted approach to learn and observe your current level of skill at the art of communication!	March 9, 2017- Thursday 12:00 to 1:00 p.m. at Serna Ctr, Pennsylvania Rm	60	<u>Michele Mariscal</u>	x	x	x	x	x	x	REGISTER HERE 3/9/17
29	<u>SCUSD Technology Training:</u> How to navigate the new SCUSD website, Outlook email overview and how to stay connected on the go. Other technology tools available to you as a District employee.	March 13, 2017- Monday 4:00 to 6:00 p.m. at Charles A Jones	40	<u>Rachel Cooper</u>	x	x	x	x	x	x	REGISTER HERE 3/13/17
30	<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.	March 14, 2017- Tuesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	<u>Peggy Cross</u>	x	x	x	x	x	x	REGISTER HERE 3/14/17

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31	Enhancing Interpersonal Skills in the Workplace: Well-developed interpersonal skills are essential to productivity in a diverse workplace that increasingly utilizes a team approach. These skills promote an atmosphere of confidence, self-awareness and trust that grows valuable relationships and inspires a group or a team to accomplish the tasks of the organization. This workshop discusses behaviors that comprise workplace interpersonal skills and provides strategies and techniques to enhance their development.	March 21, 2017- Tuesday 4:00 to 6:00 p.m. at The MET	80	<u>Victoria Brown-MHN</u>	x	x	x	x	x	x	REGISTER HERE 3/21/17
32	Creating a Respectful Work Environment: A positive, respectful work environment is critical to performance, job satisfaction and well-being. Yet creating a respectful workplace can be challenging, since workplaces include people from different backgrounds, with different personal styles. This workshop addresses how to bridge differences for a respectful, happier and more productive workplace.	March 28, 2017- Tuesday 4:00-6:00pm at Serna Cntr, MICH/MINN	60	<u>Ray Smith</u>	x	x	x	x	x	x	REGISTER HERE 3/27/17
33	Mindfulness of Emotions and Thoughts: In this session, we will practice the SEL competencies of self-management and social awareness through mindfulness practices that "rewire" our habitual emotional responses so that we can recognize, name, and respond to our own emotions with calm and understanding and to others with empathy and equanimity.	March 29, 2017- Wednesday 10:00-11:00am at Hiram Johnson High School	60	<u>Hector Montenegro & Sue Keister</u>	x	x	x	x	x	x	REGISTER HERE 3/29/17
34	Mindfulness of Emotions and Thoughts: In this session, we will practice the SEL competencies of self-management and social awareness through mindfulness practices that "rewire" our habitual emotional responses so that we can recognize, name, and respond to our own emotions with calm and understanding and to others with empathy and equanimity.	March 29, 2017- Wednesday 12:00-1:00pm at Serna- City of Sacramento/Start Training Room	60	<u>Hector Montenegro & Sue Keister</u>	x	x	x	x	x	x	REGISTER HERE 3/29/17

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36 <u>Communication- Everybody Somebody Anybody and Nobody:</u> Learn how your ability to listen affects communication. Communication is a skill that can be improved when you recognize differences in styles of exchanging information, and your willingness to be open and receptive rather than “right.” How often do we find ourselves in a situation where we are blaming “somebody” for not doing something that “everybody” could have done but “nobody” did? Take a lighthearted approach to seeing how negative emotions are created as a result of miscommunication and unmet expectations. What is there to understand about expectations that go unmet? Learn to appreciate your own ability to create positive emotions in the workplace by being self-responsible and creating a culture that values accountability as the norm	April 4, 2017- Tuesday 4:00 to 6:00 p.m. at Hiram Johnson High School	60	<u>Michele Mariscal</u>	x	x	x	x	x	x	REGISTER HERE 4/4/17
37 <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.	April 5, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	<u>Peggy Cross</u>	x	x	x	x	x	x	REGISTER HERE 4/5/17

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38	<u>Alleviating Job Burnout:</u> Job burnout is a special type of job stress — a state of physical, emotional or mental exhaustion combined with doubts about your competence and the value of your work. Burnout can reduce your productivity and sap your energy, leaving you feeling increasingly helpless, hopeless, cynical, and resentful. This program will consider different causes for burnout and discuss prevention as well as coping strategies.	April 18, 2017- Tuesday 4:00 to 6:00 p.m. at The MET	80	<u>TBD</u>	x	x	x	x	x	x	REGISTER HERE 4/18/17
39	<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	<u>TBD</u>	x	x	x	x	x	x	REGISTER HERE 4/25/17
40	<u>Mindfulness and Positive Relationships with Self and Others:</u> In this session, we will learn practical skills for cultivating the self-care that supports loving, fulfilling, and lasting relationships with others.	April 26, 2017- Wednesday 10:00 to 11:00 a.m. at Hiram Johnson High School	60	<u>Hector Montenegro & Sue Keister</u>	x	x	x	x	x	x	REGISTER HERE 4/26/17
41	<u>Mindfulness and Positive Relationships with Self and Others:</u> In this session, we will learn practical skills for cultivating the self-care that supports loving, fulfilling, and lasting relationships with others.	April 26, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	<u>Hector Montenegro & Sue Keister</u>	x	x	x	x	x	x	REGISTER HERE 4/26/17
42	<u>Mindfulness and Positive Relationships with Self and Others:</u> In this session, we will learn practical skills for cultivating the self-care that supports loving, fulfilling, and lasting relationships with others.	April 26, 2017- Wednesday 4:00 to 6:00 p.m. at The MET	80	<u>Hector Montenegro & Sue Keister</u>	x	x	x	x	x	x	REGISTER HERE 4/26/17
43	<u>Creating a Positive Work Environment:</u> Define the ideal workplace. Reach agreements on work behavior. Know what to do when words fail. Provide support and encouragement.	April 27, 2017- Thursday 3:30 to 4:30 p.m. at Hiram Johnson High School	60	<u>TBD</u>	x	x	x	x	x	x	REGISTER HERE 4/27/17

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

PROFESSIONAL GROWTH FAST TRACK Seminar Topics	<u>Location/Date/Time</u>	<u>Maximum Enrollment Capacity</u>	<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)
<p>44 <u>What Color is your Personality?:</u> What is it that makes the difference in why and how we relate to other people? Learn how personality is that "automatic pilot" in each of us that creates a bridge to understanding. Personality represents our attitudes, beliefs, thoughts, emotional reactions and coping mechanisms. Based on the work of Carol Ritberger, PhD., learn what color you are – Red, Orange, Yellow, or Green. Use this information to enhance your emotional, physical, and spiritual well-being, and create stronger communication in your professional life. Understand your own strengths and the strengths of your co-workers and experience less stress in the workplace.</p>	<p>May 2, 2017- Tuesday 4:00 to 6:00 p.m. at Hiram Johnson High School</p>	<p>60</p>	<p><u>Michele Mariscal</u></p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>REGISTER HERE 5/2/17</p>
<p>45 <u>Building Effective Resumes:</u> A résumé can be thought of as a marketing tool for a specific product: the job seeker. A well-written résumé can grab an employer's attention, effectively market the applicant's skills and experience for the position, and lead to an interview. This workshop teaches job seekers how to build a powerful, targeted résumé that stands apart from the crowd – a critical first step in landing the job of their choice.</p>	<p>May 9, 2017- Tuesday, 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN</p>	<p>60</p>	<p><u>TBD</u></p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>REGISTER HERE 5/9/17</p>

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Human Resources and Employee Compensation Services
2016-2017 CLASSIFIED PROFESSIONAL DEVELOPMENT SERIES I SEMINARS**

PROFESSIONAL GROWTH FAST TRACK Seminar Topics	<u>Location/Date/Time</u>	<u>Maximum Enrollment Capacity</u>	<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)
46 <u>Building Effective Resumes:</u> A résumé can be thought of as a marketing tool for a specific product: the job seeker. A well-written résumé can grab an employer's attention, effectively market the applicant's skills and experience for the position, and lead	May 16, 2017- Tuesday 4:00 to 6:00 p.m. at The MET	80	TBD	x	x	x	x	x	x	REGISTER HERE 5/16/17
47 <u>Creating Work-Life Balance:</u> 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	TBD	x	x	x	x	x	x	REGISTER HERE 5/24/17
48 <u>Mindfulness and a Healthy Lifestyle:</u> In this session, we will explore fun and easy ways to bring mindfulness to our daily routines to create a steady foundation and sense of ease, health, and well-being in all areas of our lives.	May 25, 2017, Wednesday 10:00 to 11:00 a.m. at Hiram Johnson High School	60	<u>Hector Montenegro & Sue Keister</u>	x	x	x	x	x	x	REGISTER HERE 5/25/17
49 <u>Mindfulness and a Healthy Lifestyle:</u> In this session, we will explore fun and easy ways to bring mindfulness to our daily routines to create a steady foundation and sense of ease, health, and well-being in all areas of our lives.	May 25, 2017, Thursday 12:00 to 1:00 p.m. at Serna Ctr, TENN	60	<u>Hector Montenegro & Sue Keister</u>	x	x	x	x	x	x	REGISTER HERE 5/25/17
50 <u>Mindfulness and a Healthy Lifestyle:</u> In this session, we will explore fun and easy ways to bring mindfulness to our daily routines to create a steady foundation and sense of ease, health, and well-being in all areas of our lives.	May 25, 2017, Thursday 4:00 to 6:00 p.m. at The MET	80	<u>Hector Montenegro & Sue Keister</u>	x	x	x	x	x	x	REGISTER HERE 5/25/17
51 <u>Effective Interview Strategies:</u> Today's job seekers may need to use various strategies to find meaningful employment. One of the most critical tools in a job search is a good interviewing technique. With strong interview skills, the job seeker can answer tough questions articulately and confidently and demonstrate his or her qualifications for the job. This workshop helps participants navigate the interview process – from pre-interview preparation to interview follow-up.	June 2, 2017- Friday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	TBD	x	x	x	x	x	x	REGISTER HERE 6/2/17

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
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	PROFESSIONAL GROWTH FAST TRACK Seminar Topics	Location/Date/Time	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)
52	<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.	June 7, 2017- Wednesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	<u>TBD</u>	x	x	x	x	x	x	REGISTER HERE 6/7/17
53	<u>Effective Interview Strategies:</u> Today's job seekers may need to use various strategies to find meaningful employment. One of the most critical tools in a job search is a good interviewing technique. With strong interview skills, the job seeker can answer	June 13, 2017- Tuesday 4:00 to 6:00 p.m. at The MET	80	<u>TBD</u>	x	x	x	x	x	x	REGISTER HERE 6/13/17
54	<u>Grant Writing:</u> Where to look for grant opportunities? What grant opportunities are appropriate for your site? How to write a winning proposal If you have an application you're working on, or have a grant that you would like to apply for, bring the info with you to get hands-on assistance.	June 19, 2017- Monday 9:00-11:00 a.m. at Hiram Johnson High School	80	<u>DiAnne Brown</u>	x	x	x	x	x	x	REGISTER HERE 6/19/17
55	<u>Workplace Inclusion</u>	June 20, 2017- Tuesday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	<u>TBD</u>	x	x	x	x	x	x	REGISTER HERE 6/20/17
56	<u>Promote Yourself:</u> The process and strategies of how to promote within SCUSD.	June 22, 2017- Thursday 4:00 to 5:00 p.m. at The MET	80	<u>Roxanne Findlay</u>	x	x	x	x	x	x	REGISTER HERE 6/22/17
57	<u>Promote Yourself:</u> The process and strategies of how to promote within SCUSD.	June 23, 2017-Friday 12:00 to 1:00 p.m. at Serna Ctr, MICH/MINN	60	<u>Roxanne Findlay</u>	x	x	x	x	x	x	REGISTER HERE 6/23/17
58	<u>Classified Professional Development Celebration:</u> All Classified employees are invited to a gathering to celebrate our classified employees. This session is to share our knowledge, celebrate our accomplishments and commitment. Recognition and certificates will be given out to close out this years classified professional development series.	June 28, 2017- Wednesday 12:00 to 3:00 p.m. at Serna Ctr, Community Rooms	220	<u>Various- TBD</u>	x	x	x	x	x	x	RSVP HERE 6/28/17