

Learn, Develop, Grow . . . A Lifelong Journey

Check this easy reference chart to plan your professional development activities.

PROGRAM: CLP=College Leadership Program - COPP=College Office Professionals Program - PS=PeopleSoft

DAYS: M=Monday - T=Tuesday - W=Wednesday - R=Thursday - F=Friday

LOCATIONS: CE=Central - DS=District - SW=Southwest

PROGRAM	DATE	DAY	TIME	LOCATION	COURSE TITLE
College Leadership Program (CLP) Open to all Supervisors, Department Chairs & CLP Participants	09/22/11	R	1P-3P	DS	Secrets of the A+ Team
	09/29/11	R	9A-11A	DS	Effective Meetings OPEN TO ALL
	10/05/11	W	8:30A-12:30P	DS	Beginning the Leadership Journey: CLP Overview
	10/07/11	F	9A-4P	DS	Recruiting, Hiring & Developing Talent
	10/13/11	R	9A-4P	DS	Enhancing Employee Performance (2 Day Course)
	10/14/11	F	9A-4P	DS	Enhancing Employee Performance
	10/19/11	W	9A-12P	DS	The Impact of Emotional Intelligence OPEN TO ALL
	10/21/11	F	9A-4P	DS	Creating a Positive Work Environment
	10/28/11	F	8:30A-12:30P	DS	Compliance with EEO Law
	11/03/11	R	9A-12P	DS	Courage to Coach
	11/04/11	F	9A-4P	DS	Bringing Out the Best in Others
	11/11/11	F	9A-4P	DS	Operational Effectiveness & Efficiency
	11/18/11	F	9A-4P	DS	Managing Leave, Compensation & Payroll
	12/01/11	R	9A-12P	DS	Accountability: Who are "They" Anyway? OPEN TO ALL
	12/02/11	F	9A-4P	DS	Finance & Accounting for Higher Education Managers
	12/08/11	R	9A-12P	SW	Managing Change & Transition OPEN TO ALL
	12/09/11	F	8:30A-12:30P	DS	Avoiding Litigation Landmines
	01/12/12	R	9A-12P	DS	Authentic Leadership, Part I
	01/19/12	R	9A-11A	DS	Delegating for Results
	01/20/12	F	9A-12P	DS	Process Improvement Methods in Higher Education
	01/26/12	R	9A-11A	DS	Employee Motivation & Recognition
	01/27/12	F	9A-11A	DS	Dealing with Negative Attitudes in the Workplace
	02/02/12	R	8:30A-12:30P	DS	Beginning the Leadership Journey: CLP Overview
	02/03/12	F	8:30A-12:30P	DS	Avoiding Litigation Landmines
	02/10/12	F	9A-4P	DS	Recruiting, Hiring & Developing Talent
	02/17/12	F	9A-4P	DS	Bringing Out the Best in Others
	02/23/12	R	9A-4P	DS	Enhancing Employee Performance (2 Day Course)
	02/24/12	F	9A-4P	DS	Enhancing Employee Performance
	03/02/12	F	9A-4P	DS	Creating a Positive Work Environment
	03/22/12	R	9A-11A	DS	L.E.A.D. with Integrity
	03/23/12	F	9A-4P	DS	Managing Leave, Compensation & Payroll
	03/29/12	R	9A-4P	DS	Operational Effectiveness & Efficiency
	03/30/12	F	9A-12P	DS	Authentic Leadership, Part II
	04/04/12	W	9A-12P	DS	Tools for Effective Communication
	04/05/12	R	9A-4P	DS	Finance & Accounting for Higher Education Managers
	04/12/12	R	8:30A-12:30P	DS	Compliance with EEO Law
	05/03/12	R	9A-11A	DS	Managing Conflict in the Workplace
	05/10/12	R	9A-11A	DS	Setting Priorities & Meeting Deadlines
	05/24/12	R	9A-12P	DS	Strategic Thinking NEW

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PROGRAM	DATE	DAY	TIME	LOCATION	COURSE TITLE
College Office Professionals Program (COPP) Open to all Full & Part-Time Employees	09/27/11	T	9A-12P	DS	How to Manage Competing Demands
	09/28/11	W	9A-12P	DS	Effective Communication
	09/30/11	F	9A-11A	CE	Exhibit A: Electronic Communications in the Workplace <i>CLP Elective Credit</i>
	10/11/11	T	9A-12P	DS	PEP for Employees
	10/25/11	T	9A-11A	DS	Stereotypes...Fact or Fiction? <i>CLP Elective Credit</i>
	10/27/11	R	9A-11A	DS	COPP Overview
	11/15/11	T	9A-11A	DS	Dealing with Difficult Customers
	11/15/11	T	12P-2P	DS	Appreciating Differences
	11/29/11	T	8:30A-12:30P	DS	Advanced Connections (2 Day Course)
	11/30/11	W	8:30A-12:30P	DS	Advanced Connections
	12/07/11	W	9A-12P	DS	Working in Teams
	12/13/11	T	9A-12P	DS	Business Etiquette <i>CLP Elective Credit</i>
	12/13/11	T	1P-3P	DS	Stress Management <i>CLP Elective Credit</i>
	01/31/12	T	9A-12P	DS	How to Manage Competing Demands
	02/07/12	T	9A-11A	DS	Dealing with Difficult Customers
	02/07/12	T	12P-2P	DS	Stereotypes...Fact or Fiction? <i>CLP Elective Credit</i>
	02/29/12	W	9A-11A	DS	COPP Overview
	03/27/12	T	9A-12P	DS	PEP for Employees
	03/28/12	W	9A-11A	DS	Turning Conflict into Opportunity
	03/28/12	W	12P-2P	DS	Stress Management <i>CLP Elective Credit</i>
	04/13/12	F	9A-11A	DS	Exhibit A: Electronic Communications in the Workplace <i>CLP Elective Credit</i>
	04/17/12	T	8:30A-12:30P	DS	Advanced Connections (2 Day Course)
	04/18/12	W	8:30A-12:30P	DS	Advanced Connections
	04/19/12	R	9A-12P	DS	Business Etiquette <i>CLP Elective Credit</i>
	04/19/12	R	1P-3P	DS	Appreciating Differences
	04/25/12	W	9A-12P	DS	Effective Communication
	05/15/12	T	9A-12P	DS	Working in Teams
	05/23/12	W	9A-12P	DS	Bridge the Generation Gap
	10/26/11	W	9A-12P	DS	PeopleSoft Student Administration V9: ACC & SR
	03/08/12	R	9A-12P	DS	PeopleSoft Student Administration V9: ACC & SR
	05/11/12	F	9A-12P	DS	PeopleSoft Student Administration V9: ACC & SR

PS