



# February 2011

## SPRING 2011 – PRELIMINARY STAFF PROFESSIONAL DEVELOPMENT PROGRAM WORKSHOP SCHEDULE

\* Open to Entire Management Team

\*\* Open to Administrators & Managers/Supervisors Only

RED Font Indicates Mandatory MDP Meetings

All other workshops open to all District employees

Green Font Indicates Change to schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 <b>AB1825 Sexual Harassment &amp; Discrimination Prevention Workshop*</b> 2:00 p.m.-4:00 p.m. LAC-Multipurpose Room- South Quad 1200	3	4 <b>Liebert, Cassidy &amp; Whitmore Handling Grievances**</b> 9:00 a.m.-12:00 p.m. LAC-T-1046 <b>Sick &amp; Disabled Employees**</b> 1:00 p.m.-4 p.m. LAC-T-1046	5
6	7	8	9	10	11	12
13	14	15	16	17	18 <b>LEGAL HOLIDAY</b>	19
20	21 <b>LEGAL HOLIDAY</b>	22	23	24	25 <b>AB1825 Sexual Harassment &amp; Discrimination Prevention Workshop*</b> 10:00 a.m.-12:00 p.m. LAC-Multipurpose Room- South Quad 1200	26
27	28					

<sup>1</sup> - Microsoft Technology series of interactive workshops

<sup>2</sup> - Equity series of workshops focused on developing the LBCC team, fostering respect and inclusion for all employees. Participants receive a certificate of completion if FOUR workshops are attended

# March 2011

## SPRING 2011 – PRELIMINARY STAFF PROFESSIONAL DEVELOPMENT PROGRAM WORKSHOP SCHEDULE

\* Open to Entire Management Team

\*\* Open to Administrators & Managers/Supervisors Only

RED Font Indicates Mandatory MDP Meetings

All other workshops open to all District employees

Green Font Indicates Change to schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Liebert, Cassidy & Whitmore <u>Managing Performance Through Evaluation</u> ** 9 a.m.-12:00 p.m. LAC-T-1046	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 FLEX DAY	24	25	26
27	28	29	30	31		

<sup>1</sup>- Microsoft Technology series of interactive workshops

<sup>2</sup>- Equity series of workshops focused on developing the LBCC team, fostering respect and inclusion for all employees. Participants receive a certificate of completion if FOUR workshops are attended



# May 2011

**SPRING 2011 – PRELIMINARY STAFF PROFESSIONAL DEVELOPMENT PROGRAM WORKSHOP SCHEDULE**

\* Open to Entire Management Team

\*\* Open to Administrators & Managers/Supervisors Only

RED Font Indicates Mandatory MDP Meetings

All other workshops open to all District employees

Green Font Indicates Change to schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12 <b>AB1825 Sexual Harassment &amp; Discrimination Prevention Workshop*</b> 8:00 a.m.-1:00 p.m. LAC-L153	13 <b>Liebert, Cassidy &amp; Whitmore Finding the Facts: Disciplinary and Harassment Investigations**</b> 9 a.m.-12:00 p.m. LAC-T1046 <b>Super Manager or Super Spy: The Use of Technology in Monitoring Employee Conduct**</b> 1:00 p.m.-4:00 p.m. LAC-T1046	14
15	16	17	18	19	20 <b>Classified Employee Appreciation Luncheon</b> 1:30 p.m.-4:30 p.m. PCC-Trade & Welding Building	21
22	23	24	25	26	27	28
29	30 <b>LEGAL HOLIDAY</b>	31				

<sup>1</sup>- Microsoft Technology series of interactive workshops

<sup>2</sup>- Equity series of workshops focused on developing the LBCC team, fostering respect and inclusion for all employees. Participants receive a certificate of completion if FOUR workshops are attended

# June 2011

**SPRING 2011 – PRELIMINARY STAFF PROFESSIONAL DEVELOPMENT PROGRAM WORKSHOP SCHEDULE**

\* Open to Entire Management Team

\*\* Open to Administrators & Managers/Supervisors Only

RED Font Indicates Mandatory MDP Meetings

All other workshops open to all District employees

Green Font Indicates Change to schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> <u>Resolving Conflict in the Workplace</u> 12:00 p.m.-1:00 p.m. Webinar or LAC-1046 or PCC-LL-102	2	3	4
5	6	7	<b>8</b> <u>Diversity as a Workplace Asset</u> 12:00 p.m.-1:00 p.m. Webinar or LAC-1046 or PCC-LL-102	9	10	11
12	13	14	<b>15</b> <u>Understanding Your Personal Workplace Style</u> 12:00 p.m.-1:00 p.m. Webinar or LAC-1046 or PCC-LL-102	16	17	18
19	20	21	<b>22</b> <u>Managing Personal &amp; Employee Stress</u> 12:00 p.m.-1:00 p.m. Webinar or LAC-1046	23	24	25
26	27	28	<b>29</b> <u>The Humor For the Health Of It</u> 12:00 p.m.-1:00 p.m. Webinar or LAC-1046 or PCC-LL-102	30		

<sup>1</sup>- Microsoft Technology series of interactive workshops

<sup>2</sup>- Equity series of workshops focused on developing the LBCC team, fostering respect and inclusion for all employees. Participants receive a certificate of completion if FOUR workshops are attended

# July 2011

**SPRING 2011 – PRELIMINARY STAFF PROFESSIONAL DEVELOPMENT PROGRAM WORKSHOP SCHEDULE**

\* Open to Entire Management Team

\*\* Open to Administrators & Managers/Supervisors Only

RED Font Indicates Mandatory MDP Meetings

All other workshops open to all District employees

Green Font Indicates Change to schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 LEGAL HOLIDAY	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<sup>1</sup>- Microsoft Technology series of interactive workshops

<sup>2</sup>- Equity series of workshops focused on developing the LBCC team, fostering respect and inclusion for all employees. Participants receive a certificate of completion if FOUR workshops are attended

# August 2011

**SPRING 2011 – PRELIMINARY STAFF PROFESSIONAL DEVELOPMENT PROGRAM WORKSHOP SCHEDULE**

\* Open to Entire Management Team

\*\* Open to Administrators & Managers/Supervisors Only

**RED Font Indicates Mandatory MDP Meetings**

All other workshops open to all District employees

**Green Font Indicates Change to schedule**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<sup>1</sup>- Microsoft Technology series of interactive workshops

<sup>2</sup>- Equity series of workshops focused on developing the LBCC team, fostering respect and inclusion for all employees. Participants receive a certificate of completion if FOUR workshops are attended

# September 2011

## SPRING 2011 – PRELIMINARY STAFF PROFESSIONAL DEVELOPMENT PROGRAM WORKSHOP SCHEDULE

\* Open to Entire Management Team

\*\* Open to Administrators & Managers/Supervisors Only

RED Font Indicates Mandatory MDP Meetings

All other workshops open to all District employees

Green Font Indicates Change to schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 LEGAL HOLIDAY	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

<sup>1</sup>- Microsoft Technology series of interactive workshops

<sup>2</sup>- Equity series of workshops focused on developing the LBCC team, fostering respect and inclusion for all employees. Participants receive a certificate of completion if FOUR workshops are attended

# October 2011

## SPRING 2011 – PRELIMINARY STAFF PROFESSIONAL DEVELOPMENT PROGRAM WORKSHOP SCHEDULE

\* Open to Entire Management Team

\*\* Open to Administrators & Managers/Supervisors Only

RED Font Indicates Mandatory MDP Meetings

All other workshops open to all District employees

Green Font Indicates Change to schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<sup>1</sup> Microsoft Technology series of interactive workshops

<sup>2</sup> Equity series of workshops focused on developing the LBCC team, fostering respect and inclusion for all employees. Participants receive a certificate of completion if FOUR workshops are attended

# November 2011

**SPRING 2011 – PRELIMINARY STAFF PROFESSIONAL DEVELOPMENT PROGRAM WORKSHOP SCHEDULE**

\* Open to Entire Management Team

\*\* Open to Administrators & Managers/Supervisors Only

RED Font Indicates Mandatory MDP Meetings

All other workshops open to all District employees

Green Font Indicates Change to schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 LEGAL HOLIDAY	12
13	14	15	16	17	18	19
20	21	22	23	24 LEGAL HOLIDAY	25 BOARD HOLIDAY	26
27	28	29	30			

<sup>1</sup>- Microsoft Technology series of interactive workshops

<sup>2</sup>- Equity series of workshops focused on developing the LBCC team, fostering respect and inclusion for all employees. Participants receive a certificate of completion if FOUR workshops are attended

# December 2011

## SPRING 2011 – PRELIMINARY STAFF PROFESSIONAL DEVELOPMENT PROGRAM WORKSHOP SCHEDULE

\* Open to Entire Management Team

\*\* Open to Administrators & Managers/Supervisors Only

RED Font Indicates Mandatory MDP Meetings

All other workshops open to all District employees

Green Font Indicates Change to schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 LEGAL HOLIDAY	27 BOARD HOLIDAY	28 BOARD HOLIDAY	29 BOARD HOLIDAY	30 BOARD HOLIDAY	31

<sup>1</sup>- Microsoft Technology series of interactive workshops

<sup>2</sup>- Equity series of workshops focused on developing the LBCC team, fostering respect and inclusion for all employees. Participants receive a certificate of completion if FOUR workshops are attended