

Professional Development Course Descriptions



ADA Training (PD Credits: 2)

Facilitated By: HR Compliance Coordinator, Office of Human Resources

The Americans with Disabilities Act is an important piece of legislation with which managers and supervisors must be familiar. This is a mandatory training session for managers and supervisors that will help ensure you are adhering to the proper legal requirements associated with this law as it pertains to accommodating and working with individuals that may have a disability.

Who should attend? You should if you are:

a Manager or Supervisor

Accountability for Managers (PD Credits: 2)

Facilitated By: Dramatics Solutions

The workshop will allow Managers to gain a practical framework for improving personal accountability so they achieve the things that matter, get more done and realize their full potential. They will also learn:

- Accountability strategies
- How to help team members stay on track and fulfill their obligations
- How to distinguish between the merely important and the truly urgent priorities and tasks.

Who should attend? You should if you are:

a Manager or Supervisor

Active Shooter Awareness (PD Credits: 2)

Facilitated By: BCCC Office of Public Safety

The Office of Public Safety aims to enhance preparedness by providing training and awareness on active shooter, incident, response, and workplace violence. This training session serves to inform and educate you on the history, trends, and how to respond to an active shooter.

Who should attend? You should if you are:

This training is for ALL STAFF

All sessions require registration via email to PDCoordinator@bccc.edu
with a 'CC' to your Supervisor (unless noted).

Applicant Tracking System- Introduction to BALANCEtrak (PD Credits: 2)

Facilitated By: HR Compliance Coordinator & PD Coordinator, Office of Human Resources

This workshop is an introduction to the *new* Applicant Tracking System, BALANCEtrak. This workshop will provide an overview as to the features and functionalities of the new system. After attending, you will be familiar with the basic navigation and some other improvements provided by the new system. This course is a prerequisite; there will be a sequel to this session that will be a more detailed course for hiring managers and internal job seekers.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Applicant Tracking System II: BALANCEtrak (PD Credits: 2)

Facilitated By: HR Compliance Coordinator & PD Coordinator, Office of Human Resources

This course is the next phase regarding the new Applicant Tracking System, BALANCEtrak. The target audience for this session is hiring managers and internal job seekers. As such, relevant features, functionalities, and navigation related to the application process and selection procedures will be covered, in greater detail than the intro class. After attending this course you will be familiar with the flow of BALANCEtrak and life cycle of an application.

Who should attend? You should if you are:

*This training has been designed for **hiring managers** and **internal job seekers***

Applying the Quality Matters Rubric (QM) (PD Credits: 6.5)

Facilitated By: The Office of E-Learning

As an Independent QM Facilitator, Dr. Zilberman is authorized to conduct this official QM session which discusses all QM general standards, with emphasis on the essential ones. In addition, participants apply the standards to a course, have a chance to view the course after a QM review, and practice applying the concepts of alignment and writing helpful recommendations. Upon successful completing of this session, participants may enroll in the QM Peer Reviewer Certification course and become Certified QM Reviewers.

Who should attend? You should if you are:

*This training is for **Faculty***

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The Art & Science of Presentation Skills (PD Credits: 3)

Facilitated By: Mary Harrison Consulting

This course is designed to strengthen and build confidence in your ability to effectively conduct presentations. Best practices in preparation, execution, and keeping your cool will be covered. Do you get nervous when you have to present information to groups of people? If so, then this interactive course is for you.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Basic Computer Skills (PD Credits: 3)

Facilitated By: Mary Harrison Consulting

New to computers? Want to make sure you have a handle on navigating the internet, operating systems, and being as effective as possible with your computer? This course is for computer novices that want to take their computer skills to a new level.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Behavioral Intervention Team Training (B.I.T. Team) (PD Credits: 2)

Facilitated By: The Title IX Office

BCCC is concerned about the health and safety of all students, faculty and staff. We are committed to providing an environment where individuals are free to work, learn and teach, unencumbered and uninhibited by threats of intimidation and/or harm. This training will help you identify what a "Red Flag" looks like and what to do if you encounter a person of concern.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Brain Research Findings on Learning and Their Applications in Teaching

(PD Credits: 2)

Facilitated By: The Office of E-Learning

All sessions require registration via email to PDCoordinator@bccc.edu with a 'CC' to your Supervisor (unless noted).

Participants will learn what recently published articles on brain research address familiar issues in learning, such as addressing learning styles and the affective domain of the brain. Specific and immediately applicable strategies will be shared and discussed to ensure greater student retention and success.

Who should attend? You should if you are:

*This training is for **Faculty***

Bridging the Cultural Gap (PD Credits: 2)

Facilitated By: The Nolan Group

This training session aims to educate staff on other country's cultures and customs, including broad cultural differences, business dress, traditions, value systems, interactions greetings, and more.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Business Writing for Professionals (PD Credits: 3)

Facilitated By: Mary Harrison Consulting

With poor sentence structure, awkward organization, and murky language, most written communication falls short due to information clutter. To boost and enhance business competitiveness, you must cut through the clutter and communicate clearly—without leaving anything open to misinterpretation, misrepresentation or misunderstanding. The course will teach you how to set quality writing standards that help increase productivity, resolve issues, avoid common errors, and heighten credibility. You will also learn to write faster with more clarity, and gain skills for revising and fine-tuning every kind document.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Canvas Essentials Part I and II (PD Credits: 2)

Facilitated By: The Office of E-Learning

This session focuses on the basic functions of the College's learning management system, Canvas. Participants identify our Canvas URL, features included in its user interface, including its structure and resources, both from the faculty's and students' perspective. Participant's login, view current and

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past courses, and start uploading content to their courses. By the end of the session, participants can use the Gradebook, upload assignments, create content pages, and create discussion forums.

Who should attend? You should if you are:

*This training is for **Faculty***

Change Management for Managers and Senior Leaders (PD Credits: 2)

Facilitated By: Dramatic Solutions

Change has always been a necessary aspect of life and work, and our world is changing more rapidly than ever. If your staff will need to cope with a variety of changes in the near future, the success of the change initiative as well as their success and professional and personal fulfillment depend on how well they can adapt to change. The workshop is focused on increasing the understanding of all aspects of organizational change as well as what effective ways are to manage change, increase buy-in to change and minimize resistance to change within an organization.

Who should attend? You should if you are:

*a **Manager** or **Supervisor***

Civility in the Workplace (PD Credits: 2)

Facilitated By: HR Compliance Coordinator, Office of Human Resources

Many organizations are in a crisis of incivility which leads to turnover, health disorders, recriminations, potential work rage and violence. This training will emphasize respect, shape a shared understanding among a diverse workforce and build support for efforts to change the corporate culture into one that is more tolerant, fair, equal and humane, with significantly fewer instances of behavioral harassment.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Clarity in Communicating Expectations (PD Credits: 2)

Facilitated By: The Office of E-Learning

With the growth of online communication through learning management systems, email, text messages, and media, the need to write effectively is greater than ever before. Issues that are

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discussed in this workshop include: intended versus unintended messages, one's Internet persona, scholarly versus student-oriented writing, and communicating with empathy. Ample example will illustrate each topic, while hands-on practice will include peer reviewing faculty messages for clarity and effectiveness.

Who should attend? You should if you are:

*This training is for **Faculty***

Coaching & Counseling for Improved Performance (PD Credits: 2)

Facilitated By: Aremita Corporation

This course covers the relationship between effective communication and coaching and counseling to employee relations. Participants will examine the ways communication occurs in an organization, communication styles, and techniques for gathering information.

Who should attend? You should if you are:

*a **Manager or Supervisor***

Conflict Resolution (PD Credits: 2)

Facilitated By: Alternative Resolutions, Inc.

This program will analyze conflict, its causes and possible interventions as well as strategies for managing it. It will include the Thomas-Kilmann conflict mode instrument so participants will be able to assess their dominant conflict handling strategy. The class will then look at the impact of diverse ways of handling conflict in the workplace and discuss strategies for improvement.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Contractual Recruitment/Hiring Process (PD Credits: 2)

Facilitated By: HR Contractual Coordinator, Office of Human Resources

This workshop will assist Hiring Managers with understanding the contractual hiring process. From initiating a vacancy announcement to the interview process. This training will take you through the recruitment life-cycle.

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Who should attend? You should if you are:

a Hiring Manager an Administrative Assistant to the Hiring Manager

Course Design Standards and Learning Outcomes (PD Credits: 2)

Facilitated By: The Office of E-Learning

The session will introduce and discuss the principal QM standards that address alignment and draw analogies with the principles of learning outcomes assessment. Faculty will have the opportunity to review their course structures to ensure that they adhere to the QM standards of alignment.

Who should attend? You should if you are:

*This training is for **Faculty***

Creating Authentic Assignments (PD Credits: 2)

Facilitated By: The Office of E-Learning

While multiple choice quizzes offer time-saving solutions to assess students' learning, creating authentic assessments promote learners' retention and success through the addition of relevant assessment methods that resonate with their out-of-the-classroom experience. Participating faculty will engage in discussing and creating authentic assessments within their disciplines.

Who should attend? You should if you are:

*This training is for **Faculty***

Cyber Security Training I, II & III (PD Credits: 2)

Facilitated By: Samuel Owusu, Information Technology Services Department

This cyber security awareness training session has been created to stimulate and motivate users of BCCC information systems about the need for everyone to practice information security approved practices. All participants will be reminded of important security practices. Overall, the goal of this workshop is to improve BCCC's user compliance ratings.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

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*Courses are subject to change.

Discussing Depression (PD Credits: 2)

Facilitated By: Angela Donn, LCSW-C, of Student Support & Wellness Services

Depression and low mood can impact our sleep, motivation, and ability to concentrate along with other symptoms that often disrupts our academics, employment, and relationships. Join in a discussion of the signs and symptoms of depression and learn ways to help elevate your mood.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

EAP Training (PD Credits: 1)

Facilitated By: HR Compliance Coordinator, Office of Human Resources

The Employee Assistance Program (EAP) is a free, confidential, and professional assessment, referral, and counseling service available to all employees in regular PIN positions. Employees can consult with a professional counselor connect with resources for a variety of reasons, including:

Substance Abuse (Alcohol and Drug)

Emotional Problems

Stress

Marital Problems

Family Problems

Divorce

Gambling

Death in the Family

Depression

Drunk Driving

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Equal Employment Opportunity Training (PD Credits: 2)

Facilitated By: HR Compliance Coordinator, Office of Human Resources

This mandatory training has been designed to educate staff on various federal and state non-discrimination laws and their roles as employees of the college. This training will allow participants to review and understand the significant aspects of BCCC's reasonable accommodation procedures and the significant stages in the complaint process.

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Who should attend? You should if you are:

*This training is for **ALL STAFF***

Employee Trust & Accountability (PD Credits: 2)

Facilitated By: The Gail Consulting Group

Accountability and trust make up the foundation of all productive workplaces. This exciting workshop will allow participants to reflect on their current levels of accountability and commitment to behaving in a trustful manner in the workplace.

Session Objectives: Upon completion of training, participants will able to:

- Describe the relationship between accountability and trust and their importance
- List examples of accountability in the workplace
- Identify trust-building behaviors
- Develop a plan for incorporating practical steps for enhanced accountability and trust in the workplace.

Who should attend? You should if you are:

*This training is for **Non Managerial Staff***

E-Timesheet Refresher (PD Credits: 2)

Facilitated By: HR Leave Associate, Office of Human Resources

This refresher training will review the electronic timesheet entry process.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Film Viewing –The Raising of America: Early Childhood & the Future of Our Nation (PD Credits: 2)

Facilitated By: Angela Donn, LCSW-C, of Student Support & Wellness Services

Join Baltimore Child Abuse Center to watch the documentary “Wounded Places- Confronting Childhood PTSD in America’s Shell-Shocked Cities.” This powerful short documentary leads to an engaging and thought provoking discussion bringing awareness and action to our

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communities.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Financial Planning (PD Credits: 1)

Facilitated By: Anne O'Neill, Certified Retirement Counselor

A representative from Maryland Supplemental Retirement Plans will lead this workshop, where you will learn about the different retirement options that are available to you, as a state employee. Are you ready for the future? This workshop will help ensure that you can afford it!

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Flipped Classrooms – Saving Class Time for Hands-on Activities (PD Credits: 2)

Facilitated By: The Office of E-Learning

The basic idea of flipped classrooms is to deliver the lecture portion of the class as homework, freeing up time in class for higher-level thinking and hands on activities, and allowing instructors to answer questions and address issues as they arise, instead of before or after. This session will cover the basics of flipping a classroom and will provide examples and ideas on how to take a similar approach with your own classes.

Who should attend? You should if you are:

*This training is for **Faculty***

FMLA/Workplace Safety (PD Credits: 2)

Facilitated By: Employee and Labor Relations Coordinator, Office of Human Resources

This training has been designed to educate staff on the use of Family Medical Leave, coverage, and the responsibilities of both the employer and employee. In addition, staff will learn about the importance of workplace safety and what to do if a workplace injury occurs.

Who should attend? You should if you are:

*This training is for **ALL STAFF**.*

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*Courses are subject to change.

Generational Diversity in the 21st Century Classroom (PD Credits: 1.5)

Facilitated By: Dr. Lesly Brown

The demographic of the typical classroom has evolved quite a bit over the years. This training covers best practices in effectively managing the new classroom environment, taking into account the variety of individuals with which you may work.

Who should attend? You should if you are:

*This training is for **Faculty/Professors**.*

Getting Your Course Ready for the Coming Semester (PD Credits: 2)

Facilitated By: The Office of E-Learning

A modification of Canvas Essentials, this session focuses more on the tasks required to get a course ready on Canvas prior to the semester start. Following a checklist, faculty members ensure that their courses include all elements expected for a Canvas course that is offered through a variety of modalities, such as face-to-face, hybrid, and online.

Who should attend? You should if you are:

*This training is for **Faculty***

The HR Department: Your Strategic Partners (PD Credits: 1.5)

Facilitated By: Professional Development Coordinator, Office of Human Resources

This session will provide knowledge on the Office of Human Resources' functions to you as an employee. You will gain insight on each function within the department and how to get the assistance you need.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

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Incorporating Accessibility in Online Courses (PD Credits: 2)

Facilitated By: The Office of E-Learning

This session teaches about the unique challenges that deaf, blind, and otherwise impaired students face when taking classes, especially online classes. The session goes on to cover the tools that these students use to interface with the course content, and strategies and tools that faculty can use to ensure that their courses are accessible to these students.

Who should attend? You should if you are:

*This training is for **Faculty***

Improving Your Course Design Using the Quality Matters (QM) Rubric (PD

Credits: 2)

Facilitated By: The Office of E-Learning

The QM rubric standards are discussed and applied to participants' courses in order to ensure quality of course design. Participants are invited to decide whether revising their course or re-imagining them would be the best route towards insuring QM compliance and having a unified course structure. Armed with planning handouts offering broad perspectives of course design, attendees are also assisted on the best ways to take to improve their courses.

Who should attend? You should if you are:

*This training is for **Faculty***

Job Descriptions 101 (PD Credits: 2)

Facilitated By: Compensation and Classification Coordinator, Office of Human Resources

Job descriptions are important to employees as it lets them know what is to be expected of them and how they will be evaluated. A job description typically outlines the necessary skills, training and education needed by a potential employee. It will spell out duties and responsibilities of the job. Once a job description is prepared, it can serve a basis for interviewing candidates, orienting a new employee and finally in the evaluation of job performance. Using job descriptions is part of good management. This workshop will give managers a better understanding on developing job descriptions and its fundamental purposes.

Who should attend? You should if you are:

*A **Manager or Supervisor***

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Leadership in the Workplace (PD Credits: 2)

Facilitated By: Executive Director, HR, Office of Human Resources

This workshop will review the significance and impact of effective leadership in the workplace. If you are responsible for a team, then this is a crucial training session to ensure you are inspiring and empowering your people to reach the next level.

Who should attend? You should if you are:

A Manager or Supervisor

Listening: The Key to Effective Communication (PD Credits: 2)

Facilitated By: M. Harrison Consulting

Listening is a skill—and like other skills it takes practice to do it well. Being a good listener requires you to be a good communicator. Effective listening is the foundation of interpersonal effectiveness and can enhance job performance and improve your interpersonal relationships. This workshop will familiarize you with the important function listening plays in the communication process.

Who should attend? You should if you are:

This training is for ALL STAFF

Managing Multiple Projects, Objectives, and Deadlines (PD Credits: 3)

Facilitated By: Bii2 Consulting

This workshop will provide the busy professional with an opportunity to assess their current state identify workflow management obstacles and develop an action plan for managing multiple projects, objectives and deadlines.

Who should attend? You should if you are:

This training is for ALL STAFF

Motivating Employees (PD Credits: 2)

Facilitated By: Dramatic Solutions, Inc.

This workshop will show leadership and management how to improve their understanding of what

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it takes to become a successful leader; how to communicate effectively with staff; and how to set goals as well as build commitment and motivation. This workshop will help managers explore effective options for managing difficult staff. In addition, we emphasize upon the soft skills needed to motivate and lead the team. Participants will learn how to communicate more effectively with staff and develop the self-confidence and motivation necessary to lead.

Who should attend? You should if you are:

*a **Manager** or **Supervisor***

Microsoft Office Courses (PD Credits: 3)

Facilitated By: Bii2 Consulting

These courses have been designed to provide all levels of understanding in Microsoft Office programs, including Excel, Access, Word, PowerPoint, and more. There are courses for beginner and more proficient users. Think you know everything about MS Office already? Check out the advanced level course!

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Motivation- Theories to Drive your Team and Your Self! (PD Credits: 2)

Facilitated By: PD Coordinator, Office of Human Resources

This workshop will explore some key theories in motivation to assist you in motivating your staff as well as yourself. Everyone is different and rarely are two people motivated by the same thing. The goal is to increase self awareness regarding what really moves you in order to bring out your best and the best in your team.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

On-Boarding Protocols- How to Welcome New Hires the Right Way (PD Credits: 2)

Facilitated By: Professional Development Coordinator, Office of Human Resources

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*Courses are subject to change.

So a new hire is about to join your team. Now what? This workshop will cover the best practices and the new protocols for welcoming new hires aboard. The goal is to provide a positive experience to assist in retention, higher morale, and higher engagement right from the start.

Who should attend? You should if you are:

*This training is for **Hiring Managers***

Professional Development Travel Request

Training (PD Credits: 2)

Facilitated By: Professional Development Coordinator, Office of Human Resources

Is there a conference you would like to attend? This training session will review the protocol for submitting travel requests to the Professional Development Council. Step by step, we will review the lifecycle of a travel request form and cover all the documents you need to complete and submit for contention.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Roll Call – Recording Attendance in Canvas (PD Credits: 2)

Facilitated By: The Office of E-Learning

Geared particularly for faculty teaching face-to-face courses, this session focuses on the Roll Call function in Canvas, which allows for effortless recording of attendance in the fully integrated grade book. Participants will identify the application's uses, purposes and functions. In addition they will discuss how attendance reporting can be tied to using Canvas' Roll Call.

Who should attend? You should if you are:

*This training is for **Faculty***

Safeguarding You Information (PD Credits: 2)

Facilitated By: Samuel Owusu, Information Technology Services Department

In this world dominated by technology we are tempted to over share what would typically be considered sensitive or private info. What further complicates things are hackers and other techno thieves and scammers. Are you safe from these techno predators? This workshop will cover best practices in ensuring your personal identifying information is safe!

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Who should attend? You should if you are:

*This training is for **ALL STAFF***

Safe Spaces (PD Credits: 3.5)

Facilitated By: Dr. Diane Illig, of Salisbury University

The Safe Space workshop is an innovative, dynamic, hands-on approach to creating safe space for all; focusing specifically on the Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex and Asexual (LGBTQIA) community. This workshop aims to reduce the often unwelcoming and even hostile environments in which LGBTQIA people navigate in their daily lives. Workshop participants will explore their role and responsibility in creating a more welcoming environment at work, school, and in our communities. All attendees will leave the workshop with greater understanding and workable solutions for promoting Safe Spaces of Respect, Acceptance, and Support for all.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Say What? Effective Communication Workshop (PD Credits: 2)

Facilitated By: Angela Donn, LCSW-C, of Student Support & Wellness Services

This workshop will focus on ways to increase positive assertive communication techniques. A fun activity will be played to help illustrate how we communicate may not always be as effective as we think. We will give tips on being a more successful communicator to improve personal and professional relationships.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Setting Up Your Course Gradebook in Canvas (PD Credits: 2)

Facilitated By: The Office of E-Learning

Since the Gradebook is automatically synchronized in Canvas according to students' registration, the vast majority of the faculty members use it to manage students' grades. Participants identify and use specific features of the Canvas Grade function, including the Speed Grader, Assignment Details, Weighted Grades, and Muted Assignments, among others.

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*Courses are subject to change.

Who should attend? You should if you are:

*This training is for **Faculty***

Social Media in the Workplace (PD Credits: 2)

Facilitated By: Samuel Owusu, Information Technology Services Department

Social media is an unstoppable phenomena and it is everywhere! Do you fully grasp the concept of social media? Are you aware of how social media could impact your work? If you tweet, post, like, share, forward, or follow, then this workshop is for you. Have no idea what those terms mean? Then this workshop is still for you.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

SkillPort Courses of the Week:

What a difference **ONE HOUR** can make (PD Credits: 1 per course)

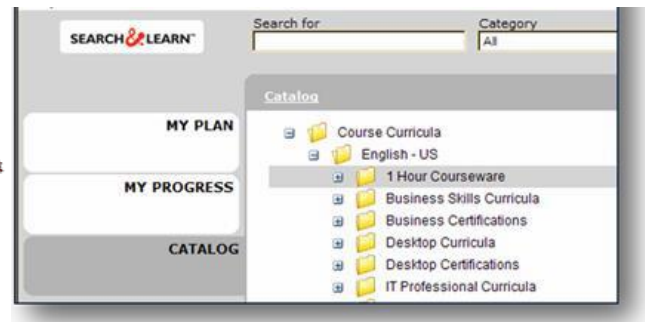
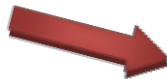
We know your time is valuable. And we know you provide a valuable service to our customers and colleagues by sharing your knowledge and expertise every day.

Why not provide a service to **yourself** and enhance your existing skills or learn something new by scheduling in an hour *–or four–* on your calendar each month—or whenever you can fit it in.

SkillPort Website:

<http://marylandschools.skillport.com/skillportfe/login.action>

Just log into SkillPort and browse the 1 Hour Courseware folder in the Catalog section.



Don't have a SkillPort login??? We can help you with that too! Send a request to pdcoordinator@bcc.edu and you should have your username and password within 24-hours.

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*Courses are subject to change.

Strategies for Helping Struggling Students (PD Credits: 2)

Facilitated By: The Office of E-Learning

Analytics tools included in Canvas that help keep track of students' progress are presented and discussed. Faculty can identify which students may be struggling sufficiently early in a course so that students can be assisted through a variety of resources. Participants are also given the opportunity to discuss different communication methods that can be used to reach out to students to ensure persistence and success.

Who should attend? You should if you are:

*This training is for **Faculty***

Synchronous Meetings in Canvas – Using Blackboard Collaborate (PD Credits: 2)

Facilitated By: The Office of E-Learning

This session covers the basics of using Blackboard Collaborate, our video meeting tool that is integrated with Canvas. Participants are able to set up a meeting, announce it, email invitations and meeting information to students, as well as moderate meetings while sharing their desktops or uploading and presenting session documents.

Who should attend? You should if you are:

*This training is for **Faculty***

Title IX Overview Training (PD Credits: 2)

Facilitated By: The Title IX Office

While most people have now heard of Title IX and know generally that it is a law that pertains to sex discrimination, there still is some mystery about how it applies and how to be compliant. Enacted in 1972, Title IX of the Education Amendments was originally administered by the U.S. Department of Health, Education and Welfare. This training will provide information and guidance on the law, College policies and general practices to ensure protection for BCCC faculty, staff and students.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

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Understanding Your Leadership Style (PD Credits: 2)

Facilitated By: Infotek llc

If you want to become a better, more effective leader—one who understands that each employee needs to be managed based on their own needs—this workshop is for you. This dynamic workshop will assist leaders in understanding the difference between personal power and granted authority. You will explore three types of formal leadership, understand what it takes to climb the “Ladder of Success,” how to prepare for and handle resistance to change, and more!

Who should attend? You should if you are:

*a **Manager or Supervisor***

Understanding Your Leadership Style (PD Credits: 1)

Facilitated By: Professor Sofya Kerzhner

This experiential workshop is an interactive session focused on helping all participants, including teachers and students, unlock their creativity. After a demonstration, participants will dive into creating their own artwork. The workshop will expose participants to unforgettable art samples

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Using Videos in Your Canvas Course (PD Credits: 2)

Facilitated By: The Office of E-Learning

Recent student surveys conducted at the College have indicated that students prefer the use of videos for learning. With the help of the Films on Demand collection integrated in each Canvas course and acquired by our Library, faculty can search for, select and include educational videos within their courses. Upon completing the workshop, faculty can integrate videos in their courses while ensuring that the videos are accessible as they include close captions and/or alternative texts. Faculty will also be able to record video/audio messages to provide multi-media feedback to their students.

Who should attend? You should if you are:

*This training is for **Faculty***

All sessions require registration via email to PDCoordinator@bccc.edu
with a ‘CC’ to your Supervisor (unless noted).

*Courses are subject to change.

Workplace Bullying (PD Credits: 2)

Facilitated By: Work Wonders

Bullying can happen in any size organization and in any department. Awareness is key. It is everyone's responsibility to prevent it and prevention starts with each and every one of you. It means speaking up for yourself and others; it means creating and supporting a culture that doesn't tolerate bully behavior from anyone . . . even you.

Who should attend? You should if you are:

*This training is for **ALL STAFF***

Wellness Days (PD Credits: 1)

Facilitated By: Benefits Specialist, Office of Human Resources

Wellness coaching is a free, confidential benefit for State employees and their covered spouses with health insurance through Carefirst, United Health Care and Kaiser Permanente. Many eligible employees and their covered spouses are still not aware of this great benefit, so check out this workshop to ensure you are at your healthiest!

Who should attend? You should if you are:

*This training is for **ALL STAFF***

All sessions require registration via email to PDCoordinator@bccc.edu
with a 'CC' to your Supervisor (unless noted).

*Courses are subject to change.