

## 2012 Classified Staff Professional & Interpersonal Development Conference

**TITLE:** PDF Reader/Forms

**TIME:** 8:00 AM – 9:00 AM Thursday May 24, 2012

**PRESENTER:** Prof. Hank Beaver

**LOCATION:** LRC 432

- Learn the differences between Adobe Reader and Adobe Acrobat.
- Learn to create fill able forms in PDF.

**TITLE:** Adult CPR with AED Certification

**TIME:** 8:00 AM - 12:00 PM Thursday, May 24, 2012

**PRESENTER:** Sue Lalicker

**LOCATION:** K109E

- This course teaches you the basic steps in recognizing emergencies and responding with the appropriate life saving actions. You will learn the proper steps to assess an emergency and intervene without risk to yourself or further injury to the victim. Taking a certification class for CPR/AED will teach you to perform immediate actions to care for a victim during a cardiac emergency. [This course is designed to be taken in combination with First Aid Certification] Seating is limited.

**TITLE:** First Aid Certification

**TIME:** 1:00 PM -3:30 PM Thursday, May 24, 2012

**PRESENTER:** Sue Lalicker

**LOCATION:** K109E

- This course teaches you the basic assessments and interventions that can be performed to an injured person until more advance care can be provided. The knowledge you receive in this course will allow you to treat an injury with little or no medical equipment. You will also learn steps you can implement to decrease the likelihood of an incident occurring and improve your confidence to react to an emergency situation. [This course is designed to be taken in combination with Adult CPR with AED Certification] Seating is limited.

**TITLE:** Biometric Screenings

**TIME:** 11:00 AM – 1:00 PM Wednesday, May 23, 2012 [During the Lunch Hour]

**PRESENTER:** Healthy Adventures Foundation

**LOCATION:** LRC 115

- Biometric screenings will include blood pressure, heart rate, respirations, oxygen saturation, height, weight, body mass index, body composition (body fat), girth measurements, waist-to-hip ratios, blood glucose, and blood cholesterol. A brief health coaching session will be completed by phone after the screening to discuss the results and strategies. Health coaching sign-ups will be available.

## 2012 Classified Staff Professional & Interpersonal Development Conference

**TITLE:** Boot Camp

**TIME:** 9:00 AM – 11:00 AM Wednesday, May 23, 2012

8:30 AM – 10:30 AM Thursday, May 24, 2012

**PRESENTER:** Kim Lester

**LOCATION:** Douglas Stadium

**Appropriate workout clothing and towel required.**

- Emphasis on a fast-paced, regimented style program utilizing calisthenics, running, body resistance training and agility drills.

**TITLE:** Coping For Caregiver

**TIME:** 1:00 PM – 3:00 PM Wednesday, May 23, 2012

**PRESENTER:** Khan Rashad (EAP)

**LOCATION:** G-103

- Modern medicine has worked miracles. As a result, elders tend to live longer while, at the same time, the chances of chronic illness or decreased functional capacity rise. As we move into middle adulthood, many of us will be called upon to provide or arrange care for an aging parent or loved one. This program is for those currently facing this situation or for those anticipating what lies ahead.

**TITLE:** Creative Art Play Shop

**TIME:** 1:00 PM – 3:30 PM Thursday, May 24, 2012

**PRESENTER:** Pat Vine

**LOCATION:** D-108

- Art – Up Close and Personal. Walk into the art world in D107 and a visual feast with stories. Then re-discover your unique creative spirit through a hands on studio play shop where we will construct a three dimensional collage.

**TITLE:** Disaster Preparedness

**TIME:** 1:00 PM – 2:30 PM Thursday, May 24, 2012

**PRESENTER:** Dr. Bill Dymont

**LOCATION:** G-105

- Why prepare for disasters? Studies have shown that children and adults who have experienced ongoing preparedness training are not only safer, but fare better emotionally. There are steps you can take right now so that if disaster strikes, you will be better able to take care of yourself and those around you. What financial strategies do you employ setting up a disaster plan when it is possible that you will be away from home, in your car, in your office etc... you can spend only so much money trying to be safe.

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**TITLE:** Healthy Nutrition Workshop

**TIME:** 10:30 AM – 12:00 PM Wednesday May 23, 2012

**PRESENTER:** Wendy Hileman (Healthy Adventure Foundation)

**LOCATION:** G 105

- Briefly review the basics of healthy eating; learning how to make the best food choices; phytochemical and functional foods that impact health, disease, and moods; and a healthy cooking demonstration on healthy food combinations that taste great!

**TITLE:** Improving Communications Skills

**TIME:** 10:00 AM – 11:00 AM Wednesday May 23, 2012

**PRESENTER:** Alexandra Donnelly (EAP)

**LOCATION:** G 104

- Communication is a given. It is also the heart and soul of our professional and personal interactions. Depending upon our skill level, the manner in which we communicate can open doors to productive relationships, a good working climate and opportunities, or slam those same doors shut. This training program will give participants a chance to apply skills that are critical to good communication and learn about factors that influence our communication as well as those that may create barriers.

**TITLE:** Know Your AFT Contract

**TIME:** 1:00 PM - 3:30 PM Wednesday, May 23, 2012

**PRESENTER:** Jim Mahler, AFT President

**LOCATION:** G-106

- Join AFT President Jim Mahler for a tutorial on understanding your contract. This session will focus on your AFT Food Services, Office/Technical AND Maintenance and Operations contracts. **Come prepared to ask specific questions regarding your rights and responsibilities**, and walk away with a better understanding of your contract and your collective bargaining rights.

## 2012 Classified Staff Professional & Interpersonal Development Conference

**TITLE:** Microsoft Excel 2010 Part 1

**TIME:** 10:00 AM - 11:00 AM Thursday, May 24, 2012

**PRESENTER:** Prof. Hank Beaver

**LOCATION:** LRC 432

- Templates
- Tutorials
- Spreadsheets – What are they?
- Entering Text / Numbers
- Working with Sheets
- Page Layout / Page Break Layout
- Hide/Unhide Columns
- Sorting Data
- Charts

**TITLE:** Microsoft Excel 2010 Part 2

**TIME:** 11:00 AM - 12:00 PM Thursday, May 24, 2012

**PRESENTER:** Prof. Hank Beaver

**LOCATION:** LRC 432

- Sheet Protection
- Text to columns
- Formatting
- Freeze Panes
- Macros
- Linking Sheets
- Transposing Rows and Columns

**TITLE:** Microsoft Word 2010

**TIME:** 9:00 AM – 10:00 AM Thursday, May 24, 2012

**PRESENTER:** Prof. Hank Beaver

**LOCATION:** LRC 432

- Templates
- Saving, Opening, Editing Documents
- Moving, Copying, and Pasting Text
- Auto Correct
- Search and Replace
- Ruler and Tabs
- Character and Paragraph Formatting
- Columns
- Tables
- Envelopes and Labels
- Mail Merge
- Inserting graphics

## 2012 Classified Staff Professional & Interpersonal Development Conference

**TITLE:** Pilates

**TIME:** 9:00 PM - 10:30 PM Wednesday, May 23, 2012

**PRESENTER:** Aulani Chun

**LOCATION:** L 102

**Appropriate workout clothing and towel required.**

**Workout mat required, one will be provided if you do not own one.**

- Pilates is a body conditioning routine that helps build flexibility and long, lean muscles, strength and endurance in the legs, abdominals, arms, hips, and back. It puts emphasis on spinal and pelvic alignment, breathing to relieve stress and allow adequate oxygen flow to muscles, developing a strong core or center (tones abdominals while strengthening the back), and improving coordination and balance.

**TITLE:** Rape Aggression Defense (RAD)

**TIME:** 8:00 AM – 12:00 PM Thursday May 24, 2012

**PRESENTER:** Campus Police

**LOCATION:** Gym

**This session is open to females only.**

This workshop is a short version of the full RAD workshop which spans multiple days. RAD is a system of realistic self-defense tactics in which women learn awareness, prevention, risk reduction and avoidance techniques to enhance personal safety in the workplace, at home and in other varied situations. Basic hands-on defense training is also covered. Open to woman only.

**TITLE:** Stress and Life Balance

**TIME:** 9:00 AM - 10:00 AM Wednesday, May 23, 2012

**PRESENTER:** Alexandra Donnelly (EAP)

**LOCATION:** G 103

- An out-of-balance life can contribute to high levels of stress. This program, which combines elements of our “Balancing Work and Home” and “Stress Management: Additional Techniques” programs, can help. Participants will have an opportunity to complete the Optum LifeScale Survey, learn methods of using assets to meet needs, and take home a variety of tools for addressing stress.

**TITLE:** Stretching with the President

**TIME:** 8:00 AM - 8:30 AM Thursday, May 24, 2012

**PRESENTER:** President Pam Luster & Kirsten Rich

**LOCATION:** L 102

**Appropriate workout clothing and towel required.**

- Add a Stretching Routine into your daily activities is easy, fast and your body will thank you! This session will provide you with tips and ideas for the most effective stretching routine.

**TITLE:** Walking/Jogging

## 2012 Classified Staff Professional & Interpersonal Development Conference

**TIME:** 10:30 AM - 12:00 PM Wednesday, May 23, 2012

10:30 AM - 12:00 PM Thursday, May 24, 2012

**PRESENTER:** John Landicho

**LOCATION:** Gym lobby

- Improve aerobic fitness and cardiovascular health through walking/Jogging.

**TITLE:** Yoga

**TIME:** 1:00 PM – 2:30 PM Wednesday, May 23, 2012

**PRESENTER:** Collette Pisacano

**LOCATION:** L 116

**Appropriate workout clothing and towel required.**

**Workout mat required, one will be provided if you do not own one.**

- Introduction to basic yoga practices and principles. Instruction includes yoga postures, guided relaxations, and breathing practices.