

PROFESSIONAL DEVELOPMENT ACADEMY - SPRING 2017

Management Series

Day	Date	Class Time	Workshop Topic	Assigned Room	Trainer
Wed.	Jan. 25	9:00 - 12:00	Leadership Development for Experienced Managers	4-301	Rae Ann Ianello
Wed.	Jan. 25	1:00 - 4:00	Conflict Resolution for Managers	14-117	Rae Ann Ianello
Tue.	Jan. 31	9:00 - 12:00	Emotional Intelligence for Managers	6-103	Rae Ann Ianello
Tue.	Jan. 31	1:00 - 4:00	How to Write Effective Performance Evaluation Plans	13-114	Rae Ann Ianello
Fri.	Feb. 3	9:00 - 12:00	Maximize Your Team's Potential (Identifying & Fostering High Potential Employees)	4-301	Rae Ann Ianello
Fri.	Feb. 3	1:00 - 4:00	Maximize Your Team's Potential (Identifying & Fostering High Potential Employees)	14-117	Rae Ann Ianello
Tue.	Feb. 7	9:00 - 12:00	Collaborative Management Leadership	6-103	Rae Ann Ianello
Tue.	Feb. 7	1:00 - 4:00	Collaborative Management Leadership	14-117	Rae Ann Ianello
Mon.	Feb. 13	9:00 - 12:00	Project Management	4-301	Albert Roth
Fri.	Feb. 10	9:00 - 12:00	Grant Writing	8-306 (tentative)	Renee Rubin Ross

Staff Development Training Series

Day	Date	Class Time	Workshop Topic	Assigned Room	Trainer
Tue.	Feb. 14	9:00 - 12:00	Emotional Intelligence	9-154	Rae Ann Ianello
Tue.	Feb. 14	1:00 - 4:00	Emotional Intelligence	16-243	Rae Ann Ianello
Wed.	Feb. 15	9:00 - 12:00	Emotional Intelligence	4-301	Rae Ann Ianello
Wed.	Feb. 15	1:00 - 4:00	Conflict Resolution and Communication	14-115	Rae Ann Ianello
Fri.	Feb. 17	9:00 - 12:00	Time Management	14-205	Hilda Sendyk
Fri.	Feb. 17	1:00 - 4:00	Time Management	4-301	Hilda Sendyk
Tue.	Feb. 21	9:00 - 12:00	Conflict Resolution and Communication	6-103	Rae Ann Ianello
Tue.	Feb. 21	1:00 - 4:00	Conflict Resolution and Communication	14-115	Rae Ann Ianello
Fri.	Feb. 24	9:00 - 12:00	Understanding How to Use Your Performance Evaluation	3-142	Rae Ann Ianello
Fri.	Feb. 24	1:00 - 4:00	Understanding How to Use Your Performance Evaluation	18-203	Rae Ann Ianello
Tue.	Feb. 28	9:00 - 12:00	Understanding How to Use Your Performance Evaluation	4-301	Rae Ann Ianello
Tue.	Feb. 28	1:00 - 4:00	Working Effectively with Your Boss	4-301	Rae Ann Ianello
Thur.	Mar. 2	9:00 - 12:00	Working Effectively with Your Boss	6-103	Rae Ann Ianello
Thur.	Mar. 2	1:00 - 4:00	Decision Making	16-243	Rae Ann Ianello
Mon.	Mar. 6	1:00 - 4:00	Decision Making	9-154	Rae Ann Ianello
Wed.	Mar. 8	1:00 - 4:00	Beginner Excel	16-110	Hilda Sendyk
Fri.	Mar. 10	9:00 - 12:00	Intermediate Excel	8-119	Hilda Sendyk
Wed.	Mar. 15	9:00 - 12:00	Intermediate Excel	19-124	Hilda Sendyk
Mon.	Mar. 20	9:00 - 12:00	Advanced Excel	9-206	Hilda Sendyk
Fri.	Mar. 24	1:00 - 4:00	Advanced Excel	TBA	Hilda Sendyk
Wed.	Mar. 29	9:00 - 12:00	Advanced Word	9-206	Hilda Sendyk
Fri.	Mar. 31	9:00 - 12:00	Advanced Word	8-119	Hilda Sendyk
Mon.	Apr. 10	9:00 - 12:00	Office 365	9-206	Hilda Sendyk
Wed.	Apr. 19	1:00 - 4:00	Office 365	8-119	Hilda Sendyk
Fri.	Apr. 21	9:00 - 12:00	Intermediate/Advanced PowerPoint	19-124	Hilda Sendyk
Mon.	Apr. 24	1:00 - 4:00	Prezi	16-110	Hilda Sendyk
CAN	CSM	SKY			