

# Talent Development Catalog 2015

**Institute of College Learning**  
Palm Beach State College



**PALM BEACH STATE**  
COLLEGE

[www.palmbeachstate.edu/hr/CollegeLearning](http://www.palmbeachstate.edu/hr/CollegeLearning)



**PALM BEACH STATE COLLEGE**

**LAKE WORTH**

# Introduction

## Palm Beach State College Employees

Welcome to the 2015 edition of the Talent Development catalog. We are in the midst of implementing some very exciting changes in our programs. The first thing you may notice is our new name: the Professional Development Department is now the Institute of College Learning! Our new name more adequately describes our role as a repository for development opportunities for faculty and staff throughout the institution, as well as an initiator of quality programs. Our email and web addresses have also changed. You will now find us at [CollegeLearning@palmbeachstate.edu](mailto:CollegeLearning@palmbeachstate.edu) and [www.PalmBeachState.edu/HR/CollegeLearning](http://www.PalmBeachState.edu/HR/CollegeLearning).

Many of our programs will undergo changes this year, as we have secured the services of a consultant to conduct an institutional professional development needs assessment. The purpose of this needs assessment is to identify the areas in which professional development is critical to the success of the College, as well as to inventory and evaluate our current programs. This spring, you will have the opportunity to engage in this assessment through participation in a survey, interview and/or focus group. I encourage you to share your experiences with us, as we will be revamping all of our programs based on the outcomes of the needs assessment. Our programs have been continuously evolving, and we believe that many will see only minor changes. We anticipate broader changes in other areas, and look forward to sharing our revamped programs with you!

This year, we also have great news for employees with required professional certifications. Maintenance of Professional Certification (MPC) funding is available for use in obtaining continuing education credits required for the maintenance of a professional certification required by the College for an employee's current position. Information regarding this funding, as well as Staff and Program Development funding is available on page 33.

With so much going on, we are excited about the year ahead. Please take a few minutes to review the offerings in this year's catalog and sign up for those that interest you. We look forward to learning with you this year!

Sincerely,

Barb Matias  
Executive Director, Human Resources



# PALM BEACH STATE COLLEGE

Your Pathway to Success



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# Mission Statements

## **Office of Human Resources**

The mission of the Office of Human Resources is to provide quality programs and services in the areas of recruitment, benefits, learning and development, compensation, equity, inclusion, employee relations, and human resource Information systems, which together will attract and retain a dedicated, and knowledgeable faculty and staff to foster student success.

## **Institute of College Learning**

The Institute of College Learning offers individual and departmental talent development programs in direct support of the mission and strategic plan of Palm Beach State College. The content of our programs includes timely and readily applicable skill-building, encourages cross-functional discussion and critical thinking, and fosters employee engagement and advancement.

# Computer Instruction



11	2.15	20.60	0.981
12	47.81	20.60	0.951
13	81.12	4.90	1.121
14	67.14	2.30	1.000
15	61.16	2.62	1.020
16	63.97		1.521
17	57.54	2.48	0.961
18	64.57	12.56	0.502
19	15.97	7.90	0.851
20	21.89	7.80	8.951
21	54.57	22.80	2.152
22	68.98	3.80	4.686
23	14.78	6.90	
24	61.15	3.70	2.023

# Computer Instruction

## Deskside Computer Coaching

A Deskside Computer Coach provides one-on-one software instruction at your own desk! A qualified computer software specialist will be available to provide assistance with Microsoft Office products such as Access, Excel, Outlook, PowerPoint, Publisher, Visio, and Word. Enhance your knowledge of Microsoft software products, discover new features, and/or learn how to use specific tools within the applications.

**Consultation sessions may cover basic to advanced topics such as the following:**

- ◆ Create document templates
- ◆ Develop formulas and charts
- ◆ Produce newsletters or brochures
- ◆ Establish queries from an existing database
- ◆ Customize presentations to include multi-media
- ◆ Design organizational charts
- ◆ Generate IRM Contracts for payroll purposes

*Note: The Belle Glade and West Palm Beach locations may contact the Professional Development Department to schedule a Deskside coaching session.*

**Length:** 1.5 hour

## Microsoft Access Series

Microsoft Office in-class software classes are instructor led

MS Access is one of the most efficient and interactive database management systems, allowing you to gather, consolidate and manipulate data into comprehensive reports. Pull information from PantherNet or other sources and customize it to meet your reporting needs. This course introduces the concept of the relational database, including working with tables, queries, forms and reports. This course meets for four consecutive Fridays.

### **Objectives**

- ◆ Manage the data in a database
- ◆ Establish table relationships
- ◆ Create and modify simple forms
- ◆ Create and modify Access reports
- ◆ Find and retrieve desired data by using filters and joins between tables
- ◆ Enhance the appearance, data entry, and data access capabilities of your forms
- ◆ Customize reports to better organize the displayed information

**Length:** 14 hours; scheduled weekly for 3.5 hours

# Computer Instruction

## Microsoft Excel Basics Series

Excel spreadsheets allow you to quickly view, analyze, sort and edit data, identify trends and perform calculations. Excel also gives you the opportunity to present this data visually through charts and graphs with a few easy mouse clicks. You can manage lists, change font from upper case to proper or lower case, separate first and last names into separate columns, and perform many other data editing tasks. Easily spot trends in budget expenditures, enrollment numbers and other functions with color coding. This course meets on two consecutive Fridays.

### Objectives

- ◆ Create and modify basic worksheets
- ◆ Perform calculations
- ◆ Format worksheets
- ◆ Develop workbooks
- ◆ Print workbook contents
- ◆ Customize layouts
- ◆ Create and apply templates
- ◆ Create and modify charts
- ◆ Sort and filter data

**Length:** 7 hours; scheduled weekly for 3.5 hours

## Microsoft Excel: Beyond the Basics

If you work with Excel on a regular basis and want to take advantage of more of the features it offers, this is the class for you. Uncover ways to collect and format data using columns and rows to organize information effectively. Clean up and standardize text-based information from PantherNet or other sources, change capitalized data to proper case, improve the quality and accuracy of your reports and make analysis easier using tables, graphs and conditional formatting. Learn how to easily evaluate and present year-to-year data and easily extract the information most important to you.

### Objectives:

- ◆ Create formulas that manipulate text
- ◆ Introduce formulas that look up values
- ◆ Outline a worksheet to get sub-totals
- ◆ Validate data to improve the accuracy of data
- ◆ Sort and filter data using tables
- ◆ Use tables to summarize your data
- ◆ Customize charts to visually display data summary

**Prerequisite:** MS Excel Basics Series or a solid working knowledge of MS Excel

**Length:** 3 hours

# Computer Instruction

## Microsoft Outlook Basics Series

This course will help you develop the skills needed to send and respond to email; manage contact information, tasks, and notes. Learn how to personalize email by using stationery and signatures. This workshop meets on two consecutive Fridays.

### Objectives

- ◆ Identify the components of the Outlook environment and compose and respond to messages
- ◆ Send, receive, and sort e-mail
- ◆ Manage contacts and contact information
- ◆ Create and edit tasks
- ◆ Create and edit notes
- ◆ Personalize your email

**Length:** 7 hours; scheduled weekly for 3.5 hours

## Simplify Your Schedule with the MS Outlook Calendar

Learn to schedule appointments and events, even audio reminders to get your attention. Use color-coded entries to quickly pick out important appointments at a glance. Set reminders to keep yourself on time and well prepared for that next meeting. Make scheduling simpler when collaborating with colleagues. Peek at your schedule to stay on track for the day, week or month ahead or view multiple calendars. This course will help you maximize the scheduling tools available to all College employees through Microsoft Outlook.

### Objectives

- ◆ Schedule appointments and events
- ◆ Create recurring appointments
- ◆ Color code calendar items
- ◆ View schedules
- ◆ Track meeting responses
- ◆ Configure calendar options
- ◆ Print the calendar

**Prerequisite:** MS Outlook Series or a solid working knowledge of MS Outlook

**Length:** 2 hours

# Computer Instruction

## Microsoft Outlook: Taking Control of Your Inbox

Outlook is not just for reading and sending messages. It also helps you organize your files into folders to better manage your email. Learn to find a specific message without having to hunt through hundreds of e-mails. Create folders and subfolders to stay organized. Automate the handling of email messages to help prioritize incoming mail, and color-code emails based on the sender or content. Move copies of periodicals directly to a folder and use junk mail to rid yourself of unwanted e-mail.

### **Objectives**

- ◆ Receive and sort mail
- ◆ Identify contact with automatic formatting
- ◆ Set reply-to options
- ◆ Enable “out of office assistant”
- ◆ Use rules and alerts
- ◆ Back up and archive email

**Prerequisite:** MS Outlook Series or a solid working knowledge of MS Outlook

**Length:** 2 hours

## Microsoft PowerPoint Basics

PowerPoint enables you to create dynamic presentations quickly and easily. Learn the fundamentals needed to create and modify basic presentations. Use design templates, charts, diagrams and special effects to create clear and visually-appealing presentations.

### **Objectives**

- ◆ Manipulate an existing PowerPoint presentation
- ◆ Plan for and create a presentation
- ◆ Use themes and backgrounds
- ◆ Insert and format text
- ◆ Work with charts and SmartArt
- ◆ Add images to a presentation
- ◆ Add special effects to a presentation
- ◆ Prepare to deliver a presentation

**Length:** 3.5 hours

# Computer Instruction

## Microsoft PowerPoint: Adding Pizzazz

Discover advanced features in MS PowerPoint to customize and add pizzazz to professional presentations. Create master sheets, add animation and customize transitions to give your presentation more impact. This class will teach you how to include multimedia in your presentations and package them for delivery on a different computer.

### Objectives

- ◆ Use SmartArt for added visual effect
- ◆ Animate text to add impact
- ◆ Add sounds or movies
- ◆ Customize slide transitions
- ◆ Package a presentation to a CD, Network, or local disk drive

**Prerequisite:** MS PowerPoint Basics or equivalent knowledge

**Length:** 3 .5 hours

## Microsoft Publisher Basics

Turn your ideas into visually appealing documents. Learn to use simple tools, a variety of styles and graphics to create newsletters, brochures, postcards and flyers for print or e-mail. Publisher makes laying out and designing document text easier whether starting from scratch or using a template. This class you will create a flyer and a simple newsletter.

### Objectives

- ◆ Getting Started
- ◆ Working with Text
- ◆ Adding Pictures
- ◆ Utilizing Shapes as a Background for text
- ◆ Working with Graphics and Objects
- ◆ Using Templates

**Length:** 3.5 hours

# Computer Instruction

## Microsoft Publisher Pro

This course will teach you to use the advanced features of Publisher: use special effects to enhance your text and decorate it, add objects such as coupons, calendars or response forms, and work with multiple pages. During this session, you will begin creating multiple page documents such as newsletters and catalogs.

### Objectives

- ◆ Use BorderArt, drop case and WordArt
- ◆ Work with Newsletters: formatting text in columns, inserting pages
- ◆ Set up master pages, headers and footers
- ◆ Create a Mail Merge
- ◆ Use a course list to create a catalog

**Prerequisite:** MS Publisher Basics or a solid working knowledge of MS Publisher

**Length:** 3.5 hours

## Microsoft Word Series

MS Word is a powerful word processing program used to create, edit, format, layout, and share documents. Learn to create, revise, and save documents for printing and future retrieval.

This class meets on two consecutive Fridays.

### Objectives

- ◆ Create basic documents
- ◆ Use templates
- ◆ Edit documents by locating & modifying text
- ◆ Format characters, paragraphs, and pages
- ◆ Use Word tools to make documents more accurate
- ◆ Work with custom styles
- ◆ Secure documents and document information

**Length:** 7 hours; scheduled weekly for 3.5 hours

# Computer Instruction

## Microsoft Word: Working with Catalogs and Other Long Documents

Simplify the creation of catalogues, brochures and department procedure manuals using MS Word tools designed for this purpose. Beginning with documents from multiple sources, you can create a single document, incorporate a Table of Contents that will update automatically, inserting captions for images, adding footnotes and endnotes. Learn how to use section breaks to allow different page formats including page numbers and different header and footers.

### Objectives

- ◆ Navigate in a document
- ◆ Insert hyperlinks
- ◆ Create cross references
- ◆ Create a table of contents
- ◆ Insert an index

**Prerequisite:** MS Word Series or a solid working knowledge of MS Word

**Length:** 2 hours

## Microsoft Word: Mail Merge

Mail Merge allows you to produce multiple and potentially large numbers of documents from a single template form and a structured data source, such as excel, outlook contacts or exported data from another source, such as PantherNet. Participants will learn to create one document that contains the information that will be the same in each version and then add placeholders for the information that will be unique for each recipient. This workshop will teach you how to print completion certificates using a single document and a spreadsheet or database. You will also be able to coordinate large mailings printing letters, envelopes, labels, etc. from a single document.

### Objectives

- ◆ Perform a merge on existing documents
- ◆ Merge letters, envelopes, and labels
- ◆ Create a data source in Word
- ◆ Use an existing data source from Excel and Access
- ◆ Change individual copies of the document
- ◆ Resume a Mail Merge

**Prerequisite:** MS Word Series or a solid working knowledge of MS Word

**Length:** 2 hours

# Computer Instruction

## Microsoft Word: Adding Visual Pop to Your Documents

Create professional documents that catch the eye, enhancing your text by illustrating data and processes. Utilizing tables will allow you to control the size and shape of paragraph text. Insert pictures without changing the alignment of your text. Combine shapes and lines to create flow chart-like graphics, or try Smart Art with predefined shapes. You will learn to insert pictures, change their layout and apply effects to photos without additional software.

### Objectives

- ◆ Create tables
- ◆ Modify table layouts
- ◆ Use calculations
- ◆ Insert images
- ◆ Draw shapes, incorporate SmartArt
- ◆ Create and modify WordArt

**Prerequisite:** MS Word Series or a solid working knowledge of MS Word

**Length:** 2 hours



# Customized Programs

Just as no two individuals are alike, no two departments are the same. The Institute of College Learning seeks to meet the unique talent development needs of departments by providing customized programs tailored specifically to your unique needs.

In addition to our scheduled workshops, the Office of Human Resources is available to assist managers and supervisors in providing custom professional and organizational development sessions to meet the specific needs of your department or program. Below is a list of commonly requested topics and services. We can arrange for facilitation of these or other topics that will be of most benefit to your group.

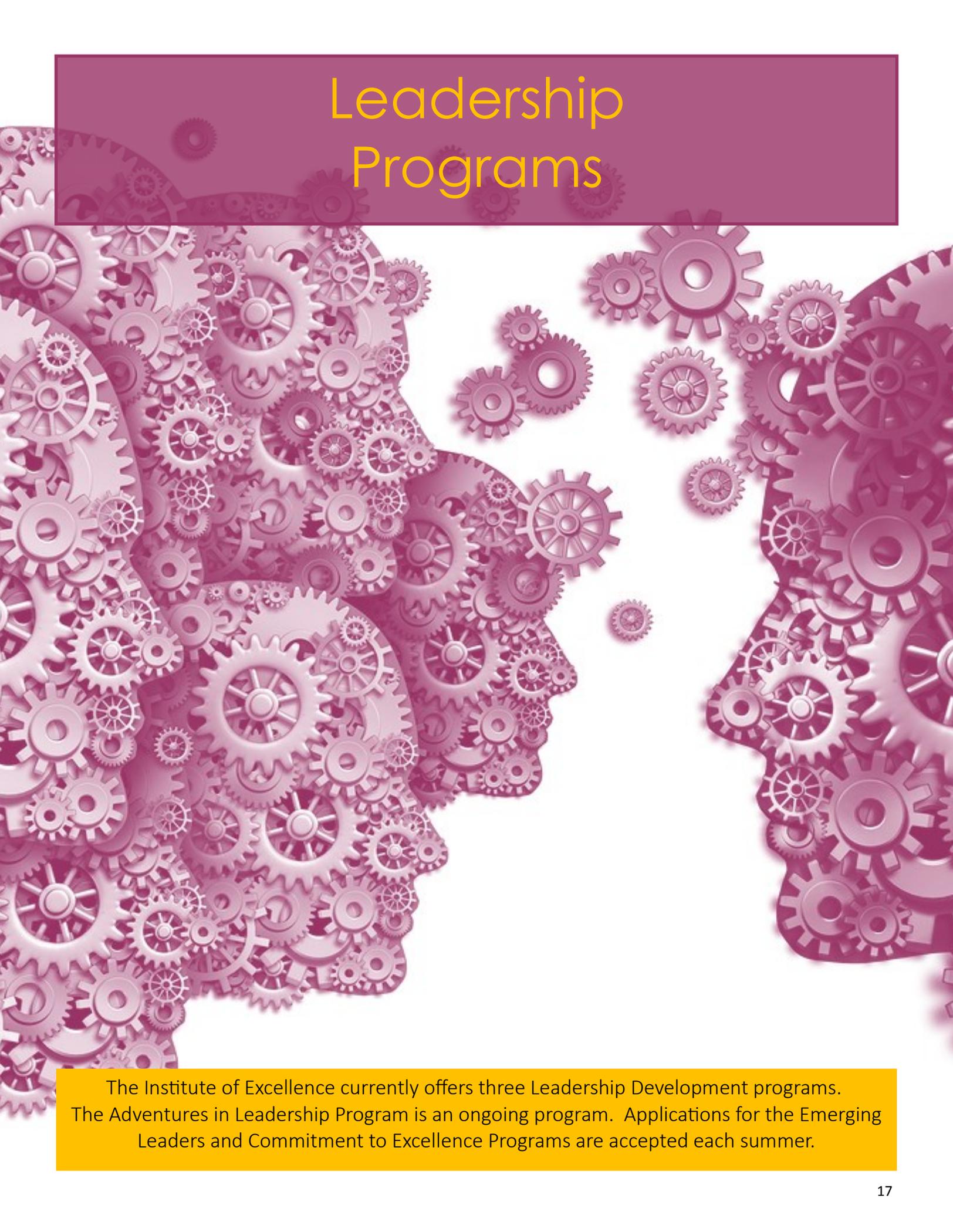
- ◆ Retreat facilitation
- ◆ Departmental Strategic Planning
- ◆ Teambuilding
- ◆ Conflict Resolution
- ◆ Coping with Change
- ◆ Stress Management
- ◆ Time Management
- ◆ Computer Instruction

To schedule a departmental training session, complete the Department Training Opportunities request form online at:

<http://intranet.pbcc.edu/forms/hr/departmenttrainingopportunities.asp>.



# Leadership Programs



The Institute of Excellence currently offers three Leadership Development programs. The Adventures in Leadership Program is an ongoing program. Applications for the Emerging Leaders and Commitment to Excellence Programs are accepted each summer.

# Adventures in Leadership Program

The Adventures In Leadership (AIL) program is designed for managers and supervisors at Palm Beach State College. Focusing on issues relevant to today's manager, this skill-based program will help develop the leadership and supervisory skills necessary to be effective administrators, managers and supervisors. Attendees will learn how to encourage communication, resolve issues, and motivate staff to become part of a more engaged and successful department.

Program completion consists of nine (9) required core workshops and three (3) elective workshops.

- ◆ Program participants will have two (2) years to complete the program.
- ◆ Bi-annual program status information will be distributed to all attendees so the progress can be recognized and followed.
- ◆ Participants who complete the program will be invited to an Adventures in Leadership event to receive recognition for their accomplishment.
- ◆ Graduates of the Adventures in Leadership Program receive two half hour coaching sessions with a certified executive coach.
- ◆ Advance registration is required and encouraged, as preferred dates and times will fill quickly.
- ◆ Workshops in this catalog will be offered periodically based on instructor and facility availability.

# Adventures in Leadership

## Core Workshops

The Core Workshop Curriculum will provide a greater understanding of the various functions that come together to provide the services we offer our students. Core workshops will also focus on fundamental managerial skills necessary for effective leadership.

### **Conflict Management**

Conflict is inevitable, but if left unchecked it can be highly destructive within an organization. This program offers approaches that will help you identify and enhance the most important aspects of conflict resolution, develop communication skills that support conflict prevention and practice tools that will end conflict in even the most difficult situation.

### **Developing a Leadership Mindset**

This workshop will provide managers with the skills needed to understand and learn how to apply appropriate leadership theories and practices based on the situation. These skills will help you to lead your team toward accomplishing a collective goal and vision. This includes being aware of when, as a supervisor, you must manage and when you must lead your staff.

### **Engaging Today's Employee**

We know that engaged employees are more productive, provide better service, and have lower absenteeism and fewer workers compensation injuries. Yet recent surveys show employee engagement rates continue to decline. This workshop will examine factors that drive Employee Engagement and the importance of balancing individual needs with consistent practice. During this session, we will examine opportunities to improve employee engagement within your department and the College.

### **Essentials of Academic Affairs**

This workshop will provide an overview of the key areas of Academic Affairs:

- Academic Programs
- Student Demographics
- SACS and the Reaccreditation Process
- Curriculum Planning
- Student Learning Center
- Library Learning Resource Center
- Media Technology & Instructional Services
- Instructional Technology

# Adventures in Leadership

## Essentials of Student Services

This workshop will provide an overview of the key areas of Student Services:

- Recruitment/Dual Enrollment
- Trio & Outreach Programs
- Intake Process (Application, Orientation, Registration)
- Financial Aid
- College-wide Services (Testing, Disability Support, Career Center, Advising)
- First Year Experience
- Student Life
- Athletics

## Leading in Times of Change

Change is an inevitable part of managing a department, and change provides an avenue for progress and growth. The ability to manage change and to effectively communicate the overall vision and intent of change is an essential skill for any supervisor. This workshop will review the drivers of change in addition to the support and skills needed to effectively implement change.

## Legal Issues in the Workplace

Employment Law is a complex field. This workshop helps simplify the topic and provides practical guidelines for you to use in your role as a supervisor at Palm Beach State. This session will include a variety of current and ongoing legal topics as they relate to the workplace.



# Adventures in Leadership

## **Managerial Coaching**

Learn employee coaching skills and competencies. This workshop will provide individuals with in-depth understanding of the employee coaching process as a model for effective management, mentoring and leadership.

## **Performance Management & Appraisals**

This workshop will provide supervisors with the necessary tools for practicing effective performance management throughout the year. Learn how to conduct meaningful performance appraisals, provide encouraging feedback, and handle employee disciplinary issues. This workshop will also review the College's Employee Counseling Manual to include performance improvement and documentation forms.

## **Elective Workshops**

The Elective Workshop Curriculum has been designed to develop competencies needed to meet professional challenges. Select at least three elective workshops to complete the elective requirement.

## **Emotional Intelligence**

Learn strategies on how to use emotions for information, energy and action in the form of self-awareness. Identify self-regulation strategies and emotional "triggers" in addition to a clear understanding of empathy and empathic listening skills. Ultimately, discover the critical connection between self-awareness, self-regulation, self-motivation, and empathy to cultivate and maintain effective relationship at work and in your daily life.

## **Intergenerational Communication**

For the first time in history, we have four generations of employees in the workplace at the same time. Although each generation is made up of individuals, certain consistent values and motivating factors have been identified for each generation. This workshop will help you understand each generation better and will teach you how to manage, motivate, and communicate with employees across the generational gap.

# Adventures in Leadership

## Managing the Difficult Employee

Chances are you have worked with, or will someday work with, someone you would define as a "difficult employee." This course focuses on recognizing and understanding challenging employees. It also provides a six-step intervention model for dealing with difficult people in the workplace.

## Pace Palette® for Team Building

Building a high-performing team requires that all members of the team understand, and make allowances for, each others' unique ways of thinking, communicating, and working. Using the Pace Palette as a foundation, this workshop will help participants identify their own style, as well as that of their team and explore ways in which they can engage all team members in working toward team goals.

## Selecting the Right Candidate the First Time

By using behavioral interviewing techniques, this workshop will teach you how to conduct a job analysis that will show you exactly what to look for in job candidates. You will also learn how to choose questions that will best evaluate the candidate pool, the importance of fit, how to design the flow of an interview, and how to ask follow-up questions for additional clarification.



# Commitment to Excellence

## **Program Overview**

The Commitment to Excellence (CTE) Program is a 12-month cohort leadership development program currently being piloted on the Palm Beach Gardens campus. This program will equip leaders with a broader understanding of today's Higher Education landscape and the integrated functions of the College. Participants will emerge with the leadership capacity to identify new inner and inter-department strategies, manage cross-functional initiatives, and execute bold strategies that drive the success of students and the College.

## **Program Curriculum**

- ◆ Understanding and Advocating the Community College Mission
- ◆ Visioning with an Innovative Perspective
- ◆ Building Leadership Strengths
- ◆ College Governance and the PBSC Priorities
- ◆ Using Completion Agendas and Data to Ensure Student Success
- ◆ Entrepreneurial Leadership and Defined Goals
- ◆ Negotiation Skills and the Power of Influencing
- ◆ College Issues: Legal, Student Behavior, IT, Budget, etc.
- ◆ Applying Principles of Effective Leadership
- ◆ Increase Exposure and Perspective through State-wide College Visits
- Steps to Career Advancement

## **Program Outcomes**

Upon successful completion, program graduates will receive a Certificate of Completion from the Palm Beach State College President and the Executive Leadership Council at a Recognition Awards Ceremony. Program graduates will also have gained experience, confidence and competency for further potential leadership opportunities.

Applications for the 2015-2016 cohort will be accepted in the summer of 2015.

For more information about the Commitment to Excellence Program, visit our website at:

<http://Intranet.pbcc.edu/cte>.

# Emerging Leaders Program

## **Program Overview**

The Emerging Leaders Program is designed to strengthen the leadership pipeline within Palm Beach State College by equipping professional level individuals for management level positions. The Emerging Leaders Program will utilize various methodologies to provide participants with a clear understanding of the responsibilities of a manager and to equip them with the skill set necessary for becoming a successful leader at Palm Beach State College.

**In order to successfully complete the program, participants will complete and submit documentation verifying the following:**

- ◆ Attendance at twelve workshops and team meetings, which are held once each month.
- ◆ Participation in six college-related activities.
- ◆ Completion of a structured mentorship program.
- ◆ Submission of project benefiting the participant's current department.
- ◆ Engaging in online discussion regarding assigned reading from the selected program text.

## **Mentorship Experience**

The emerging Leaders Mentorship Experience is a structured mentorship program that will provide participants with an insider's perspective on career navigation, access to a support system during a critical stage in career advancement, and direct access to resources within your profession. This experience will also help you identify gaps in your skillset and resources available to overcome them.

## **Action Learning**

Each participant will complete a management level project chosen with the assistance of their mentor, College Administrators, and/or their current supervisor for their benefit of their department and/or the College.

## **College Immersion Activities**

Throughout the course of the program, participants will select and attend six College Immersion Activities. Examples of these activities include a meeting of the Board of Trustees, Provost's Staff and Campus Dean's meeting, and/or faculty or student services cluster meetings.

## **How to Apply**

To apply for the Emerging Leaders Program, submit your application, a current resume, and letter of supervisor's support to [CollegeLearning@palmbeachstate.edu](mailto:CollegeLearning@palmbeachstate.edu) or via interoffice mail to MS # 10.

# New Employee Training



Employee  
training

Palm Beach State College is committed to providing a work environment that is safe, professional, and respectful toward all of our students, employees, and visitors. To further this effort, all regular full-time employees, regular part-time employees, and adjuncts are required to **complete five (5) training sessions within their first 30 days of employment.**

# New Employee Training

## Creating an Environment of Mutual Respect

This custom-designed training program has been developed to assist in furthering an organizational culture that embraces and respects individual differences at the College. The training offers further understanding and appreciation of differences and how diversity can be a catalyst to increasing creativity, innovative thinking and productivity at the College.

**Note:** Beginning mid-term this Spring, the FERPA training will be transitioned to Workplace Answers and will be available via the same link as the Harassment and Violence Against Women/Campus SaVE Act training.

**Length:** Approximately 15 Minutes

## Family Education Rights and Privacy Act (FERPA)

The College is required to protect students' personal information. To maintain confidentiality of student records is everyone's responsibility. This tutorial is designed to provide a base level knowledge of the rules governing release of student information.

Access the training at, [www.PalmBeachState.edu/Admissions/Ferpa](http://www.PalmBeachState.edu/Admissions/Ferpa).

**Note:** Beginning mid-term this Spring, the FERPA training will be transitioned to Workplace Answers and will be available via the same link as the Harassment and Violence Against Women/Campus SaVE Act training.

**Length:** Approximately 15 minutes

## Information Security Training

In order to protect the College and its employees from online threats, the Information Technology department provides training for all new employees. This training includes several modules averaging 3 minutes in length. Modules are subjected to change and or additional modules may be required due to changes in technology or security requirements. Presently the modules provided are "You Are The Target", "Email & Messaging", "Browsing" and a recap module. The Information Security Manager will provide you with a login via email. This login will allow you to complete the modules at a time that is convenient for you and resume the session where you left off if you are unable to complete the training in one sitting.

**Length:** Approximately 10 minutes

# New Employee Training

## Legal and Ethical Issues in Higher Education

This two-part online training is provided by Workplace Answers.

**1) Workplace Harassment Awareness & Prevention** – Palm Beach State College is committed to an academic and working environment free from harassment. The training session covers a variety of issues, including an explanation of applicable employment laws, a definition of harassment, the negative consequences of this behavior, examples, and the proper methods of addressing a potential harassment situation. The course prompts you to think about behaviors on campus that might be considered harassment so you can avoid them and take action against any such behaviors.

**Length:** Approximately 35 minutes

**2) Violence Against Women/Campus SaVE Act** – On March 7, 2013, President Obama signed the Violence Against Women Act Reauthorization (VAMA), and the Campus Sexual Violence Act (SaVE Act) included in Section 304 of VAMA. In accordance with this Act, Palm Beach State College provides training to all employees and students to increase awareness and prevention of rape, acquaintance rape, domestic violence, sexual assault, and stalking.

**Length:** Approximately 30 minutes

## Safety Training

Safety training is provided during the in-class district onboarding session. New employees who attend. Employees who attend either the new employee or new faculty onboarding session will receive credit for having completed this requirement. New employees who do not attend an onboarding session will receive a print version of the training. Credit will be applied once the employee has returned the signed acknowledgment verifying that they have received and reviewed the information.

**Length:** Approximately 20 minutes



# Professional Growth

# Professional Growth

## Delivering Powerful Presentations

If you have a fear of public speaking you are not alone! Many people face anxiety when preparing a presentation to be delivered from the front of a room. As the importance of the presentation increases, so does the level of anxiety. This workshop will help ease your fears by helping you prepare, practice and deliver presentations that persuade! This workshop will teach you a process for deciding what to include, how much time to spend on each item, and the best manner to visually present the information. You will also learn ways to mentally prepare for and deliver a smooth, confident presentation.

**Length:** 3.5 hours

## Effective Time Management

Gain insight and practical advice on personal effectiveness including how to stop procrastination, establish goals and manage your time.

**Length:** 3.5 hours

## Emotional Intelligence

Learn strategies on how to use emotions for information, energy and action in the form of self-awareness. Identify self-regulation strategies and emotional “triggers” in addition to a clear understanding of empathy and empathic listening skills. Ultimately, discover the critical connection between self-awareness, self-regulation, self-motivation, and empathy to cultivate and maintain effective relationships at work and in daily life.

**Length:** 3.5 hours

## Ethical Excellence

As new technologies, globalism, and organizations continue to evolve, the ethical dilemmas that confront us will present new and increasingly complex situations that challenge our previous knowledge, skills, and experiences. This highly interactive session provides the tools, strategies, and confidence require for developing the "ethical excellence" needed for keeping yourself in top mental and moral shape to recognize and address the broad range of emerging ethical challenges we will continue to face each day – both at work and at home.

**Length:** 3.5 hours

# Professional Growth

## Heartsaver AED

The Heartsaver Automated External Defibrillator (AED) course provides instruction on the basic techniques of adult CPR and how to use an AED. Learn about using barrier devices in CPR and giving first aid for choking. Discover how to recognize the signs of four major emergencies: heart attack, stroke, cardiac arrest, and foreign-body airway obstruction.

**Length:** 4 hours

## Intergenerational Communication

For the first time in history, we have four generations of employees in the workplace at the same time. Although each generation is made up of individuals, certain consistent values and motivating factors have been identified for each generation. This workshop will help you understand each generation better and will teach you how to manage motivate, and communicate with employees across the generational gap.

**Length:** 3.5 hours

## Manager at Palm Beach State

Managers will be contacted to attend this invitation only session.

This workshop is designed for newly hired managers at the College. The workshop will provide supervisors with information, references, and awareness of the College's resources available to them for guidance regarding staff-related matters.

**Length:** 3.5 hours

## Non-Violent Crisis Intervention

The Non-Violent Crisis Intervention program is a full day workshop which introduces a safe, non-harmful behavior management system designed to help employees provide for the best possible care, safety and security of disruptive individuals while also taking appropriate measures to protect themselves and others in their charge.

**Length:** 8 hours; at least 6 employees are required to conduct this class

# Professional Growth

## Pace Palette ® for Team Building

Building a high-performing team requires that all members of the team understand, and make allowances for, each others' unique ways of thinking, communicating, and working. Using the Pace Palette as a foundation, this workshop will help participants identify their own style, as well as that of their team and explore ways in which they can engage all team members in working toward team goals.

**Length:** 3.5 hours

## **Language Series**

These 8 week classes are offered to employees for the purpose of becoming familiar with the Haitian Creole and Spanish languages.

### Conversational Haitian Creole

Connect with the vivid, sonorous language of Kreyòl, or Creole, and the culture of its speakers in this introductory course. Using this easy non-academic, non-grammar approach, you will quickly be able to speak and understand small amounts of basic Haitian Creole found in most routine interchanges of daily life. Learn community-specific language including greetings, status inquiries, etiquette and social niceties, introducing yourself and others, personal information, numbers, basic and emergency communication strategies, giving directions, small talk, and possible responses to basic questions.

**Length:** 24 hours; scheduled weekly for 3 hours

### Speak Easy Spanish

Speak Easy Spanish introduces a quick way to learn the most commonly used phrases out in the community when interacting with a Spanish speaking person. Learn functional phrases by unique techniques taught in Command Spanish format. This course will cover greetings, status inquiries, etiquette and social niceties, introducing yourself and others, asking personal questions, how to compliment others, holiday greetings, emergency Spanish, giving directions, small talk, as well as how to order from a Spanish restaurant! Cross-cultural issues will also be discussed leaving the participant with better awareness of how to overcome language barriers with grace.

**Length:** 24 hours; scheduled weekly for 3 hours

# QEP

## Quality Enhancement Plan

A quality enhancement plan (QEP) is a long-term plan to improve student learning and is required for regional accreditation. Without this accreditation, earned credits would not transfer to other accredited institutions, and students would become ineligible for federal financial aid. Currently, our QEP focuses on critical thinking and provides all faculty and staff an opportunity to participate in professional development to continually enhance their skills to help students become better critical thinkers. Developing a QEP began as a requirement of the 2012 reaffirmation process for accreditation, but it continues because helping students develop and apply critical thinking skills is simply the right thing to do. Join in the conversation to share practical ways to encourage critical thinking in our classrooms and in other interactions with students.

Opportunities and resources in 2015 include:

- ◆ small group workshops on campus
- ◆ virtual learning in Blackboard
- ◆ professional learning cohorts
- ◆ Development Day options
- ◆ committee involvement
- ◆ critical thinking assessment resources
- ◆ support for collaboration
- ◆ literary resources
- ◆ student contests



## Critical Thinking Introductory Workshop

This introductory workshop will help participants learn why critical thinking is becoming increasingly more important to today's students and learn how to identify opportunities to best reinforce critical thinking in the classroom setting. Participants will also begin to understand the meaning of the QEP learning outcomes and will leave with tangible strategies to encourage students to accomplish those outcomes.

# Funding

Funding is available to assist employees in attending conferences and other professional development activities not offered through the Institute of College Learning.

## Essential Travel

Travel that your supervisor deems essential to the operation of your program or department is funded through the department's travel budget.

## Staff & Professional Development (S&PD)

Employees may apply for Staff and Professional development (S&PD) funding assistance for purposes of attending non-essential professional developed related activities. Please refer to the online Guidelines for the criteria and process to use to apply for S&PD funds for your activity. It is suggested that you submit proposals early. Approval is contingent on availability of funds. For current forms and instructions on how to apply for S&PD funding please visit the S&PD webpage, [www.PalmBeachState.edu/AcademicAffairs/SPD-Main-Page.aspx](http://www.PalmBeachState.edu/AcademicAffairs/SPD-Main-Page.aspx)

## Maintenance of Professional Certification (MPC)

Maintenance of Professional Certification (MPC) funding is available for use in obtaining continuing education credits required for the maintenance of a professional certification **required** by the College for an employee's current position. Preferred certifications and new certifications not currently required by the College do not qualify for the use of MPC funding. Employees must be employed by the College in a full-time capacity for one year in order to apply for MPC funds. For current forms and instructions on how to apply for MPC Funding please visit the Professional Development Funding webpage,

[www.PalmBeachState.edu/HR/CollegeLearning/Funding](http://www.PalmBeachState.edu/HR/CollegeLearning/Funding).

# Registration

To enroll, withdraw, or be placed on a waiting list for Palm Beach State College's employee learning programs use the online Professional Development Management System at:

[www.PalmBeachState.edu/EmployeeWeb](http://www.PalmBeachState.edu/EmployeeWeb).

1. Logon ID - enter your network email ID (example: smithj).
2. Password - enter your network email password.
3. Click **Personal Info** located on the tab bar.
4. Click **Professional Development**.
5. Select **Register** on the menu.
6. Search for courses by activity type, topic, or key word.

## Cancellation Guidelines

Employees may withdraw from a course through the online system; however, participants must cancel at least one day prior to the workshop date. Participants who are scheduled for a course, but do not attend will be considered a No Show. All attempts will be made to offer all scheduled courses. Due to lack of participation or instructor schedule, courses may be canceled. Registrants will be notified by email of canceled classes and rescheduled dates.



# Talent Development Catalog 2015

## **Institute of College Learning**

CollegeLearning@palmbeachstate.edu

**[www.PalmBeachState.edu/HR/CollegeLearning](http://www.PalmBeachState.edu/HR/CollegeLearning)**

## **Palm Beach State College**

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