

Minutes from Meeting 1 of the Fall 2020 Staff Professional Development Online Committee

Minutes Written—October 22, 2020 at 6:30 p.m.

Attendees

Gina Conneywerdy

Dianna Ditmore

Janet Jarvis

Stacie Leaton

Candy Oller

Anna Roland

Diana Watkins

Notes from the Meeting

The Staff Professional Development Committee gathers feedback via virtual meetings at the preference of the committee.

A Google ballot was sent on September 15, 2020 by Committee Chair DeLisa Ging.

On October 15, 2020, a revised professional development slate was sent to the committee. This revised slate was offered to reduce the expenses of the professional development program.

Actions Voted on by the Staff Professional Development Committee

The following professional development sessions received a majority vote by the Staff Professional Development Committee.

Tuesday, February 11th - Adobe 101: Adding Pizzazz to Your Documents

Cara Jane Evans, the Innovations Coordinator at Autry Technology Center, will instruct in a two-hour session on ways Adobe can be used to create professional documents with added flair. This presentation is at no cost.

Tuesday, February 25th - Emotional Intelligence and Hardiness in Challenging Times

Steven Stein, a key consultant for many military and government agencies within the United States and Canada, will share strategies and tactic for dealing with the psychological aspects of challenging times. Using emotional intelligence, mindset, and hardiness, along with specific tactics for managing stressful situations, participants will learn why these frameworks are essential when navigating challenging times. This prerecorded webinar is at no cost.

Thursday, March 4th - Driving the Data: Using Excel to Compile Report Information

An Autry Technology Center instructor will share ways Excel can be used as an effective tool in creating data-driven reports. This presentation is at no cost.

Tuesday, March 9th - Learning Your Communication Style: How to Get Along with (Almost) Anyone

Peggy Greenberg, with over 30 years of experience in staff and organization development, will inform on the best way to build a better understanding of personal communication styles and their effects on other people. This webinar will identify an individual's dominant communication style—direct, spirited, considerate, or systematic—and the communication behaviors that distinguish it. This prerecorded webinar is at no cost.

Thursday, April 1st - Critical Thinking Skills: A Process for Better Problem Solving and Decision Making

Rick Lepsinger, president of OnPoint Consulting, will share how to develop higher-level problem-solving skills in a low-risk environment through a number of interactive activities. This prerecorded webinar is at no cost.

Next Meeting Agenda Item

The next meeting will be to vote in late January 2021 on the fall 2021 professional development offerings via a Google ballot unless the need arises for a sooner meeting date.