

CLASSIFIED PROFESSIONAL LEARNING DAY



**FRIDAY
10.12.2018**

10 AM TO 2 PM

OPENING SESSION
Fusselman Hall, Room 120
Kentfield Campus

- Build Community
- Hone Your Technology and Communication Skills
- Indulge Your Creative Side
- Flex Your Muscles and More!

Lunch will be provided.

COLLEGE OF
MARIN
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TO REGISTER

1. Login to MyCOM portal
2. Access the list of workshops via the new ProLearning website



ProLearning

OPENING SESSION: 10 AM – 10:45 AM

FH 120 Opening Remarks: David Wain Coon Superintendent/ President	WELCOME Creating COMMunity With COM being the primary place that many of us spend most of our days, this session will focus on care for ourselves and one another. Sadika Sulaiman Hara, Director of Activities and Advocacy, and Tea Reiko Perales, Equity and Activities Coordinator, will talk about how to create community support and a sense of belonging within an equity framework. We will have the opportunity to apply these tools to practice through creating our own Community Care Plan.
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BREAKOUT SESSION 1: 10:50 AM – 11:50 AM (Choose one session)

AC 114 Presenter: Stacey Lince This session will be repeated at 1 p.m.	Exploring Your ProLearning Portal Are you looking to improve your professional skills or expand your current knowledge? Join this session to explore COM's new Professional Learning platform! In this workshop, you will learn how to access Lynda.com online training, register for COM instructor led events, and network with other CCC learning communities in just one click from the MyCOM portal.
AC 255 Presenter: Karen Harvey Anthem Representative	Professional Writing and Email Etiquette Conveying your message on paper or by email is challenging at times and can be easily misunderstood. Learn how to identify the key components of an effective email and avoid common pitfalls. We'll discuss the dos and don'ts of writing, as well as how to capture your audience in a succinct, dynamic way.
Fitness Center Presenter: Michele Vaughan	COM Fitness Center - Training and Techniques During this session, Michelle Vaughan will introduce you to a variety of functional training techniques to learn practical exercises that use your own body weight and minimal equipment to improve muscular strength, endurance and overall body composition. There may be some level of voluntary active participation and demonstrations, but you will primarily be watching a structured Fitness Center class, taught by Michele, as a means of introducing the equipment, techniques, and exercises. Afterwards, you will get information about how to join the COM Fitness Center, and then you will be ready to get to work and get into shape.

AC 249

**Presenter:
Christina Leimer**

Education Master Plan Workshop: How Will Trends in Our World Impact COM's Future?

Come participate in the Ed Master Plan process! The Education Master Plan being written this fall will guide the College's path for the next six years. In this session, we will discuss how trends identified in the recent Environmental Scan research, including demographics, cost of living, education, diversity, employment, and more, will impact the college during this period. The scan looked at Marin county and beyond to provide context for our planning. Please review the Environmental Scan Highlights, then come join in the discussion as we think about what opportunities and challenges our environment presents.

Environmental Scan Highlights: <http://www1.marin.edu/sites/www/files/Environmental%20Scan%20Highlights.pdf>

Complete Environmental Scan: <http://prie.marin.edu/sites/prie/files/enviro%20scan%20final.pdf>

SMN 106

**Presenter:
Dianne
O'Donnelley**

This session will be repeated at 1 p.m.

**Kindness Rocks:
Building COMMunity One Rock at a Time**

Tap into your creativity, build COMMunity with your colleagues, and learn firsthand how "one message at just the right moment can change someone's entire day, outlook, life." Dianne O'Donnelley will share information about the Kindness Rocks Project and offer painting ideas and tips, and then you can experience the peacefulness of creating painted rocks with simple designs, mandalas, or positive words. Afterwards, you can release the rocks around campus or other locations to surprise, delight, and even uplift the finders while you look for others. All skill levels welcome! Check out #MarinRocks on Facebook.

LUNCH / CAFETERIA: NOON – 12:50 PM

BREAKOUT SESSION 2: 1 PM – 2 PM (Choose one session)

<p>AC 255</p> <p>Presenter: Karen Harvey Anthem Representative</p>	<p>Communication Skills for the Workplace</p> <p>To succeed in today's workplace, you have to be an effective communicator – a skill that can be learned and refined. In this session, we'll discuss how to find the focus and goal of any conversation. We'll also share tips for avoiding common communication pitfalls.</p>
<p>AC 116</p> <p>Presenter: Jon Horinek</p>	<p>Banner 9: The Version You've All Been Waiting for!</p> <p>Banner 9 is coming, but are you ready? Don't worry it's the same old Banner you love to hate but with a new look, feel, and new capabilities. Get a preview of what's new in this interactive session.</p>
<p>AC 249</p> <p>Presenter: Kim Foulger and Joanna Pinckney</p>	<p>Emergency Preparedness Kits</p> <p>All too often, we hear news about disasters around the state, country, and world. We can never know when a disaster will strike us, but we can take steps to prepare in advance. In this session, Kim Foulger and Joanna Pinckney will discuss emergency preparedness and how to put together kits for your home, vehicles, and office. Kim owned and operated an emergency preparedness business and served on the MCOE Emergency Disaster Committee for many years. They'll bring in a sample vehicle kit and give you a list of everything that you should include for all three kits.</p>
<p>SMN 106</p> <p>Presenter: Dianne O'Donnelley</p> <p>This session will be repeated at 1 p.m.</p>	<p>Kindness Rocks: Building COMMunity One Rock at a Time</p> <p>Tap into your creativity, build COMMunity with your colleagues, and learn firsthand how "one message at just the right moment can change someone's entire day, outlook, life." Dianne O'Donnelley will share information about the Kindness Rocks Project and offer painting ideas and tips, and then you can experience the peacefulness of creating painted rocks with simple designs, mandalas, or positive words. Afterwards, you can release the rocks around campus or other locations to surprise, delight, and even uplift the finders while you look for others. All skill levels welcome! Check out #MarinRocks on Facebook.</p>
<p>AC 114</p> <p>Presenter: Stacey Lince</p>	<p>Exploring Your ProLearning Portal</p> <p>Are you looking to improve your professional skills or expand your current knowledge? Join this session to explore COM's new Professional Learning platform! In this workshop, you will learn how to access Lynda.com online training, register for COM instructor led events, and network with other CCC learning communities in just one click from the MyCOM portal.</p>