

Staff/Administrator Development Day

The Many Faces of GCC

Thursday, June 4, 2015

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|---------------------|---|---|--|--|--|
| 8:00 am – 8:30 am | BREAKFAST & SIGN-IN (MPA) | | | | |
| 8:30 am – 8:35 am | WELCOMING REMARKS Acting President, VP Carmen K. Santos (MPA) | | | | |
| 8:35 am – 9:05 am | ICEBREAKER Bobbie Leon Guerrero (MPA) | | | | |
| 9:05 am – 9:50 am | GCC Division/Program Presentations-President's Office (MPA) | | | | |
| 9:50 am – 10:45 am | GCC Division/Program Presentations-Finance and Administration Division (MPA) | | | | |
| 10:45 am – 11:45 am | Student-Centered Services-Academic Affairs Division (MPA) | | | | |
| 11:45 am – 12:45 pm | LUNCH (MPA) | | | | |
| 12:45 pm - 1:45 pm | Employment Laws and Supervisory Requirements Joann Muna (5108) | iPad Tips and Tricks Wes Gima (1222) | How to Create an Efficient Filing System Aaron Parker (3114) | Stress Management Barbara Mafnas (MPA) | |
| 1:55 pm - 2:55 pm | Effective Presentations Jayne Flores (3120) | iPad Tips and Tricks Wes Gima (1222) | Organizing for Success Marlena Montague (3114) | Stress Management Barbara Mafnas (MPA) | 50 Plus-Part I Pilar Pangelinan (5108) *NOTE: Attendees must attend Part II and Part III on June 5, 2015, 1pm thru 5pm, Room 5108 |
| 3:10 pm – 3:30 pm | BREAK (MPA) | | | | |
| 3:30 pm – 4:00 pm | GCC WORKSITE WELLNESS PROGRAM Rose Siguenza Healthy Eating Habits & Nutrition Jennifer Artero (MPA) | | | | |
| 4:00 pm - 5:00 pm | STAFF SENATE GENERAL MEMBERSHIP MEETING (MPA) | | | | |
| | ADMINISTRATOR'S MEETING (5108) | | | | |

Session Descriptions:

Employment Laws and Supervisory Requirements: This session is by invitation only. Attendees would have been preselected and notified to attend through email by HR.

iPad Tips and Tricks Session 1: Tips & Tricks For Newbies: In the first session, we'll cover some basics about the iPad including management of your iPad, working with Apps, iBooks and Podcasts.

How to Create an Efficient Filing System: The importance of record-keeping and filing systems cannot be stressed enough. A well planned system significantly contributes to efficient operations. Whether information is stored in a computer or in a folder, they must be readily accessible. This training will provide tips on basic filing plans, whether for email, student records, or general work information. The focus will be on saving your time and space when filing.

Stress Management: Learn how to manage stress using various techniques that you will learn at this interactive session. Handouts will also be made available.

Effective Presentations: Jayne will cover how NOT to give presentations that are too boring, or in which you lose your audience to frustration because you have too many words on the screen or because your presentation does not have a focus. In other words, she will show how to give presentations that are up to the caliber of GCC.

iPad Tips and Tricks Session 2: More Tips and Tricks: In the second session, find out how you can learn just about anything for free, check out the many web browsers available for the iPad and how to load Pages, Keynote, PDF files and movies from DVDs onto your iPad!

Organizing for Success: This session will provide you with some simple Windows desktop tips and tricks to help you every day at work (and probably at home too) with emails, calendars, frequently visited websites, folders and files, and other neat things to know and do with your desktop.

50 Plus-Part 1: Pilar Pangelinan will be presenting on the AARP Foundation Finances 50+ Part I. This is a "financial capability program designed to motivate and empower participants to take charge of their financial future and make the most of the financial resources that they have." Those who attend this session should attend Parts II and III on June 5th from 1PM -5PM in room 5108.