


| MONDAY  |  | TUESDAY   |  | WEDNESDAY  |  | THURSDAY  |  | FRIDAY  |  |
|---|--|---|--|--|--|---|--|---|--|
|   |  |   |  | 1  |  | 2   |  | 3   |  |
|   |  |   |  | New Standards for New Students<br>Office Online  |  | 10 AM Service Excellence 1<br>New Standards for New Students<br>Office Online                                     |  | New Standards for New Students<br>Office Online |  |
| 6   |  | 7   |  | 8  |  | 9   |  | 10  |  |
| 10 AM Difficult People<br>New Standards for New Students<br>Office Online   |  | 10 AM The Art of Listening<br>New Standards for New Students<br>Office Online |  | 10 AM Getting to Yes<br>New Standards for New Students<br>Office Online  |  | 10 AM Successful Self-Management<br>New Standards for New Students<br>Office Online                               |  | New Standards for New Students<br>Office Online |  |
| 13  |  | 14  |  | 15   |  | 16  |  | 17  |  |
| New Standards for New Students<br>Office Online                             |  | 10 AM Time Management<br>New Standards for New Students<br>Office Online      |  | 10 AM Supervisor Communication<br>2 PM Essentials of Project Management<br>Managing Your Online Courses (Webinar)<br>New Standards for New Students<br>Office Online |  | 10 AM Building Trust<br>Managing Your Online Courses (Webinar)<br>New Standards for New Students<br>Office Online |  | New Standards for New Students<br>Office Online |  |
| 20  |  | 21  |  | 22   |  | 23  |  | 24  |  |
| 10 AM Change<br>New Standards for New Students<br>Office Online             |  | 10 AM Getting to Yes<br>New Standards for New Students<br>Office Online       |  | 10 AM Conflict Resolution<br>1 PM Diversity Training (Clown) (Webinar)<br>New Standards for New Students<br>Office Online  |  | 10 AM Getting to Yes<br>New Standards for New Students<br>Office Online   |  | New Standards for New Students<br>Office Online |  |
| 27  |  | 28  |  | 29   |  | 30  |  |   |  |
| 10 AM Eight Legal Perils<br>New Standards for New Students<br>Office Online |  | 10 AM Quality Circles<br>New Standards for New Students<br>Office Online      |  | 10 AM Coaching and Motivating Employees<br>New Standards for New Students<br>Office Online   |  | 10 AM Supervision Max and Max<br>New Standards for New Students<br>Office Online                                  |  |   |  |

 Daytona Beach Campus, Bldg. 110/250 unless otherwise indicated

 Online. See next page for instructions.

To enroll login to <http://ESS.DaytonaState.edu> or contact [TrainEd@DaytonaState.edu](mailto:TrainEd@DaytonaState.edu) for questions

## Course Descriptions

To Enroll, login to <http://ess.daytonastate.edu> or contact [TrainEd@DaytonaState.edu](mailto:TrainEd@DaytonaState.edu)

### Faculty Development

**NEW –Webinar! Managing your Online Course (2-days):** Come to this webinar and learn how to create a sense of presence in online teaching and learn techniques on managing online instructor workload. *Login information will be provided to eligible employees.*

**New Standards for New Students (1.5hrs - access through Florida Online):** The sudden and simultaneous influx of both technologically sophisticated as well as under-prepared students present a new set of challenges. This presentation will explore issues related to teaching these students, with special focus given to the reality occurring in our classrooms.

#### Access through Florida Online

1. Open your web browser and go to: <http://online.daytonastate.edu>
2. Click on Students or Faculty button
3. On the course access enter your Username (falconmail email without the "@" sign and domain name, i.e michi\_gosney for falconmail michi\_gosney@falconmail.daytonastate.edu)
4. Enter your Password (defaulted to your College Id number). If your password is not working use the forget password link.
5. Click Login.
6. Once logged-in, under My Courses, change the tab to ODT if needed, and look for course name: **Teaching and Learning Video Presentations**

### Supervisory

**Coaching and Motivating Employees (2hrs):** Receive the skills to lead employees to their maximum potential, create a path of communication and feedback.

**Eight Legal Perils (2hrs):** Learn the eight most common areas in which a supervisor or manager can put themselves in legal peril - interviewing, fair practice, harassment, confidentiality, FMLA, documentation, termination and evaluations.

### Supervisory (continued)

**Supervision Max and Max (2hrs):** Come to this training and learn how to create the environment and working conditions that nurture employee growth and development through effective and supportive supervision.

### General Professional Development (continued)

**Building Trust (2hrs):** Learn the importance of building and maintaining trust from the perspective of a Leader and that of co-workers.

**Change (2hrs):** Come to the training to experience the cycle of change and the manner in which you can make the best of the experience.

**Conflict Resolution (2hrs):** Learn to recognize conflict and its consequences, evaluate the conflict situation, and set the environment for resolution of conflict.

**Difficult People (2hrs):** Come to the training and learn to stay in control and lower your stress level. Experience the tools and behaviors to handle difficult people or aggressive interactions.

**Diversity Training (2.5hrs):** A thought provoking, entertaining, and refreshingly unique training. In this training participants will explore diversity and its effects in the workplace and in our daily life.

**Essentials of Project Management (1hr):** This training will provide you with an introduction to Project Management. You will learn the essentials of project management and why managing projects well requires a great deal of time, skill, and finesse.

**Getting to Yes (2hrs):** Do you persuade, influence, or set a vision for someone else? This is selling from a non-sales position. This workshop will make you comfortable and successful as you perform those stated duties.

### General Professional Development (continued)

**Quality Circles (2hrs):** Learn the tools of continuous improvement cycle and maximize departmental cooperation and resource utilization toward a unified goal.

**Service Excellence 1 (2hrs):** The Service Excellence workshops will acquaint you with the campuses and the services offered. It will also provide you with practical and useable tools and techniques that will ensure Daytona State College core value of service excellence.

**Successful Self-management (2hrs):** Realize your value, potential and marketability for your present position and the open market. Formulate your elevator speech.

**The Art of Listening (2hrs):** Get some tips on communication and how active listening increases success.

**Time Management (2hrs):** Explore the best practices to lower stress, increase productivity and quality, realize dreams and achieve your highest priorities.

### Complete Office Online

A complete module of Office available on-demand online. To access:

1. Open your web browser and go to [www.customguide.com](http://www.customguide.com)
2. Click Sign-in (right hand-side of the page)
3. Enter your Daytona State e-mail address or Falconmail email if you do not have a Daytona State email
4. Enter your Password (defaulted to your network username: gosneym or CARS id number if you are using Falconmail)
5. Click Sign in.
6. Once signed-in, instructions on how to take classes and assessments are available on the home page