Professional Development
Course Descriptions

February – March 2015

**Human Resources: A Crash Course** *(PD Credits: 7)*
This one-day intensive training has been designed to get you up to speed on all aspects of HR—including legal and compliance issues, hiring and firing, benefits, records keeping/retention and more!

**Session Objectives:** By the end of the workshop, participants will be knowledgeable on:

- Benefits basics, including workers’ comp, FMLA, COBRA and exempt vs. non-exempt
- Recordkeeping 101: What to save (and for how long), what to toss, what to shred
- FLSA, EEO, FMLA, ADA and your responsibility as a Manager or Supervisor
- Critical, need-to-know legal information about hiring and firing

**Who should attend?** You should if you are:

- a *Manager* or *Supervisor*  
- an *Executive Assistant*  
- an *Administrative Assistant*

Location: Hilton Garden Inn, 8241 Snowden River Pkwy, Columbia, MD

Time: 8:30a – 4p

**ADA in the Classroom: How & When to Make Accommodations** *(Webinar)* *(PD Credits: 1.5)*
Keeping up with the rules and regulations of ADA can feel overwhelming and tedious at times. And for faculty and instructors, understanding and complying with the federal regulations within the classroom environment can feel confusing and high risk. Join Dr. Aaron Hughey as he examines the academic accommodation process from start to finish.

**Session Objectives:** As a result of this webinar, you will be able to:

- Understand the essential nature of the learning process and how you can best meet a variety of students’ learning needs.
- Explore strategies for enhancing collaboration with key offices on campus.
- Identify the critical elements for accommodation policies to ensure you are in compliance.

All sessions require registration via email to **PDregister@bccc.edu** with a ‘CC’ to your Supervisor.

*Courses are subject to change.*
• Discuss approaches to documenting accommodation requests to ensure efficiency, fairness and legal considerations.
• Understand the process for determining reasonable accommodations for your students in order to adequately meet valid request—and how to explain to them when the requests cannot be met.
• Accurately explain the components of a compliant grievance process to key stakeholders on campus.
• Assist students in becoming self-advocates in relation to accommodation request

Who should attend? You should if you are:

• a member of BCCC Faculty
• an Executive Assistant
• an Administrative Professional

Location: West Pavilion Room 201

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What’s Trust Got To Do With It?: Accountability and Trust at Work *(PD Credits: 3)*

Accountability and trust make up the foundation of all productive workplaces. This exciting workshop will allow participants to reflect on their current levels of accountability and commitment to behaving in a trustful manner in the workplace.

Session Objectives: Upon completion of training, participants will be able to:

• Describe the relationship between accountability and trust and their importance
• List examples of accountability in the workplace
• Identify trust-building behaviors
• Develop a plan for incorporating practical steps for enhanced accountability and trust in the workplace.

Who should attend? You should if you are:

• This training has been designed for all staff

Location: South Pavilion, 3rd Fl Conference Room

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Canvas Essential Training *(PD Credits: 3)*

This training is offered through BCCC’s E-Learning Department. (Point of Contact: Dr. Diana Zilberman, Director, Distance Learning dzilberman@bccc.edu)

Session Objectives: By the end of the workshop, participants will be able to:

All sessions require registration via email to PDregister@bccc.edu with a ‘CC’ to your Supervisor.

*Courses are subject to change.*
• Login to Canvas and import their course content from Blackboard to Canvas
• Create, edit and customize content within their courses
• Create and edit assignments and quizzes
• Use Canvas features such as Calendar, Notification Preferences, and Rubrics
• Set up their Gradebook and use the Speed Grader

**Who should attend?** You should if you are:

• *A member of the BCCC Faculty*

**Notes:**

✔️ Faculty members need to select one training session from the list below.
✔️ To sign up for a training session, access this link in your browser
  [http://doodle.com/vqmgpd7mee5pb6s8](http://doodle.com/vqmgpd7mee5pb6s8)
✔️ Every training session is limited to 15 participants.
✔️ All participants are strongly **encouraged to login and migrate** their course content prior to attending the session.

Location: Harper Hall Rm 112 (Main Campus)

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**Managing Multiple Projects** *(PD Credits: 6.5)*

When you get control of your time, everything else will fall into place—these time-management solutions will work for you!

**Session Objectives:** By the end of the workshop, participants will be knowledgeable on:

• Gaining control of your work day
• Handling competing priorities like a pro
• Getting organized—so you can get down to business
• Project planning: An automatic way to increase your productivity
• Managing yourself, people (an even your boss!) for greater results
• Controlling the stress, not letting it control you

**Who should attend?** You should if you are:

• *a Manager or Supervisor*   • *an Administrative Professional*

Location: North Baltimore Plaza Hotel, 2004 Greenspring Drive, Lutherville-Timonium, MD

Time: 8:30a – 4p

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All sessions require registration via email to [PDregister@bcc.edu](mailto:PDregister@bcc.edu) with a ‘CC’ to your Supervisor.

*Courses are subject to change.*
Progressive Performance Planning (PD Credits: 2)
This workshop provides participants with the knowledge and skills needed in Performance Planning. The performance planning phase is a formalized process for identifying and communicating the organizational and individual goals expected of the employee.

Session Objectives: Upon completion of this workshop, participants will be able to:

- Set S.M.A.R.T goals
- Work on expectations & goals
- Understand the Discipline Process
- Communicate effectively

Who should attend? You should if you are:

This training has been designed for all staff

Location: West Pavilion Auditorium

SkillPort Courses of the Week:
What a difference ONE HOUR can make (PD Credits: 1 per course)
We know your time is valuable. And we know you provide a valuable service to our customers and colleagues by sharing your knowledge and expertise every day.

Why not provide a service to yourself and enhance your existing skills or learn something new by scheduling in an hour—or four—on your calendar each month—or whenever you can fit it in.

SkillPort Website: [http://marylandschools.skillport.com/skillportfe/login.action](http://marylandschools.skillport.com/skillportfe/login.action)

Just log into SkillPort and browse the 1 Hour Courseware folder in the Catalog section.

Don’t have a SkillPort login??? We can help you with that too! Send a request to pdregister@bcc.edu and you should have your username and password within 24-hours.

All sessions require registration via email to PDregister@bcc.edu with a ‘CC’ to your Supervisor.

*Courses are subject to change.*