



## BHC Staff Development Day

**Friday, March 17, 2017**

***Black Hawk College will be closed to allow all staff members to attend.***

6:45 – 8:45 am	Wellness Screenings for Eligible Full-Time Staff (Conference Rooms)
7:00 – 8:00 am	Hazardous Communication Training for QC Facilities Staff (4 – 101)
8:00 – 8:30 am	Registration/Light Breakfast (Hawk's Nest)
8:30 – 8:45 am	Opening / Welcome - Trish Anderson & Dr. Amy Maxeiner
8:45 – 9:00 am	BHC Updates – Dr. Amy Maxeiner and Kathy Malcolm
9:00 – 9:30 am	Service Awards and New Hires (Hawk's Nest)
9:45 – 10:45am	"A" Session Options (see below)
11:00am –12:00 pm	General Session (Hawk's Nest)
12:15 – 1:00 pm	Lunch (Hawk's Nest)
1:15 – 2:15 pm	"B" Session Options (see below)
2:30 – 2:45 pm	Closing / Prize drawings
2:45 – 4:30 pm	Optional: Volleyball (Lower Gym) or Trivia (Hawk's Nest)

<b>"A" Session 9:45am – 10:45am</b>	<b>General Session 11:00am – 12:00pm</b>	<b>"B" Session 1:15pm – 2:15pm</b>
WEAVE Your Network with Other Employees 1 - 301 Kathy Malcolm	Mindfulness in Higher Education Hawk's Nest Seth Knappen	Lighten Up HSC - 203 JoElla Grice
BHC – Working Together HSC - 203 David Ellison, David Harris, Julie Gelaude, & Jason Stalides		Real Colors® 4 – 101 Diane Baker (Must take online survey if attending session – see detail)
Beginner Microsoft Outlook 3 – 101 Chris Jones		Advanced Microsoft Outlook 3 – 101 Chris Jones
Wellness in the Workplace 4 - Conference Rooms 1 & 2 Joni Griffin, Shannon Nelson, Erica Hall, and Chelsi Kirschbaum		A Minute to Live 4 - Conference Rooms 1 & 2 Chris Fiems & Shane Oleson

## Session Options in Detail

### Early Bird Session | 7:00 – 8:00 a.m.

Building 4, Room 101

#### **Identifying Chemical Hazard Training (For QC Facilities Staff Only)**

*Janet DeVilder - BHC Staff, and Joe Dublin – Supply Works*

*Under the provisions of the Hazard Communication Standard, employers are responsible for informing employees of the hazards and the identities of workplace chemicals to which they are exposed. The basic goal of the standard is to be sure employers and employees know about work hazards and how to protect themselves; to reduce the incidence of chemical source illness and injuries. This class is mandatory for custodial staff and any staff from maintenance/grounds who have not had the training.*

### “A” Sessions | 9:45 - 10:45 a.m.

Building 1, Room 301

#### **WEAVE Your Network with Other Employees**

*Kathy Malcolm – BHC Staff*

*The Strategic Plan calls for us to create opportunities for internal collaboration and engagement; specifically for a dynamic and interactive talent database enabling employees the opportunity to share professional resources, skills and talents. By creating your WEAVE profile, you voluntarily join a network of BHC employees where you can highlight your professional experiences and achievements laid out in an organized profile to show off to other employees.*

HSC, Room 203

#### **BHC – Working Together**

*David Ellison, David Harris, Julie Gelaude, and Jason Stalides – BHC Staff*

*You've heard their name before. You've heard of the department before. Do you really know what these people do and what their departments do? Take this opportunity to learn about another department within Black Hawk College. We all share the same mission and vision statements. Alone we can do so little; together we can do so much.*

Building 3, Room 101

#### **Beginner Microsoft Outlook**

*Chris Jones – BHC Staff*

*Do you know how to create a new folder? Do you know how to create a new contact or a contact group? How are you with setting read and delivery receipts? Do you want to learn how to schedule an appointment or a meeting? These are just a few of the topics that will be covered in this session. Explore how you can improve your productivity by understanding the basics of Outlook.*

Building 4-Conference Rooms 1 & 2

#### **Wellness in the Workplace**

Joni Latham Griffin, RN, Manager; Shannon Nelson, MS, ACSM-RCEP, CWHC; Erica Hall, ACE-CHC, and Chelsi Kirschbaum, MS, CHES – UnityPoint Health Trinity Wellness Team

*Think that healthy eating and exercise can only be done outside of your work hours? Trinity's Wellness Team will show you ways to incorporate wellness while you're working to optimize your overall health and well-being.*

### General Session | 11:00-12:00 pm

Hawk's Nest

#### **Mindfulness in Higher Education**

*Seth Knappen – BHC Staff*

*Gain valuable insights into the emerging field of Mindfulness in Higher Education by learning more about mindfulness practices, their various roles and benefits, and the growing incorporation of mindfulness-based practices into the classroom and campus settings. Engage in a simple mindfulness-based practice session along with a lively lecture and discussion format designed to foster a deeper understanding of this promising new direction in educational enrichment. Topics will include social and emotional learning, strong critical thinking skills, stress reduction, increased student engagement, well-being, and accomplishment.*

## **“B” Sessions | 1:15 p.m. to 2:15 p.m.**

HSC, Room 203

### **Lighten Up! You Will Feel Better When You Do**

*Jo Ella Grice – PaCE Instructor*

*Get a hearty dose of laughter as you learn how laughter can help you de-stress. Laugh to relieve stress, enhance communication, enrich relationships, diffuse conflict, and lower blood pressure. Laughter releases anxiety, changes our perception, and helps us cope. It doesn’t change stressors; it changes how we relate to stressors. You will be energized in this session using a unique approach to the wearisome problem of stress.*

Building 4, Room 101

### **Real Colors®**

*Diane Baker – University of Illinois Extension Office*

*Did you know your personality has a color? Gain an understanding of the four personality colors. Find out what your color is and why. Learning your color will help you understand human behavior, uncover motivators, and improve your communication with others. **If you are interested in taking this session, we ask that you take a brief survey before 3/17/17 to learn your true colors.** <https://lonerwolf.com/true-colors-personality-test/>*

Building 3, Room 101

### **Advanced Microsoft Outlook**

*Chris Jones – BHC Staff*

*Do you use Outlook but know you aren’t fully utilizing all of the features? Outlook has many extremely useful functions. You will be able to save time by learning how to use features such as creating a template for sending out an email with the same details; creating a custom rule to perform an automatic action regularly; and creating a task request. There is so much more you can do if you take the opportunity to explore Outlook further.*

Building 4, Conference Rooms 1 & 2

### **A Minute to Live**

*Chris Fiems and Shane Oleson – BHC Staff*

*By building upon the concepts first introduced in basic ALICE training, this class is designated to provide valuable tools and information for you to survive violent attacks. Through the use of scenarios-based training, participants will develop and practice their skills in barricading, evading, and countering attackers, including armed intruders. This is a hands-on session.*