

STAFF ENRICHMENT DAY

Workshops Information

Register through **MC Learns**. If you need help on how to register for Staff Enrichment Day and the workshops, please visit the link below:

<http://cms.montgomerycollege.edu/WorkArea/DownloadAsset.aspx?id=75238>

1-2-3 SPANISH: BASIC CUSTOMER SERVICE SURVIVAL SKILLS TO COMMUNICATE WITH SPANISH-SPEAKING STUDENTS

A fun Spanish class for those who are in direct contact with Montgomery College students and their families on a daily basis and would like to learn a few key words/phrases in Spanish to better serve our diverse student population.

DON'T SKIP BREAKFAST

Are you bored with your breakfast routine? Eating breakfast is a great way to keep up your energy through the day. Learn tricks for changing up your breakfast choices and get some healthy morning menu suggestions.

EVERYDAY PROJECT MANAGEMENT

Without realizing it, we use the basic principles of project management in our every day life. This workshop will demonstrate how participants can integrate project management skills into our everyday lives. Using the project management framework can help break a task that may seem overwhelming into smaller easily achievable action items. The organization this process provides will help you in any area of your life. By the end of the workshop, participants will be able to: 1. Identify the phases of the project management lifecycle, 2. Build a Work Breakdown Structure to help define and organize tasks, 3. Create a comprehensive project plan.

FINANCE 101 – MODERN TRENDS IN AMERICA’S WORKPLACE

The movement for a financially literate society is based on the overriding belief that can't do better if they don't know better. Knowing better does not cure all ills related to poor fiscal behavior but it is where we must begin. The non profit Heartland Institute of Financial Education (HIFE) has adopted this mission. Focusing on the workplace, the HIFE partners with colleges and universities nationally to offer financial wellness courses on-site to American workforce. Changing employee behavior isn't easy. Educators know this. However, recent studies indicate that financial education classes are one way to make a tremendous difference. Work place education courses are one of the few methods proven to actually improve American employee behavior. This improved behavior changes has direct impact on an organization's bottom line through: less absenteeism, higher productivity, clearer focus on the job at hand, improved physical and mental health, increased participation in pension plans.

FINANCIAL EDUCATION FOR MONTGOMERY COLLEGE EMPLOYEES

We will review life and disability insurance, the differences between a Roth IRA and a Traditional IRA, what to do with your old retirement plan, and how to create a plan for your

financial future.

HEALTHY AGING

Explore the components for life long healthy living including physical activity, healthy eating and recommended tests and screenings.

HEALTHY SUBSTITUTES

Are you reluctant to give up those favorite dishes? Learn creative solutions for making your favorites healthier and more nutritious without giving up taste.

IDENTIFY THEFT: DON'T BECOME A STATISTIC

Financial education seminar regarding protecting oneself from identity theft and fraud. Individuals will learn about what to look for when using ATMs, shopping online, etc...

LEARN TO SAVE LIFE - HANDS ONLY CPR

Each year approximately 4,000 individuals in Maryland suffer sudden cardiac arrest. Bystanders are a vital link in the chain of survival by immediately calling 9-1-1 and starting Hands-Only CPR when someone collapses from a suspected cardiac arrest until help from EMS arrives. By the end of the session you will learn to: recognize an emergency, call 911, perform Hands Only CPR, Learn how to use an AED.

LONG TERM CARE: PLANNING FOR TOMORROW, TODAY

Long term care and Medicare “basics”. • The severe consequences a need for care over an extended period of years would have on the emotional, physical, and financial well-being of those you love, • What MEDICARE covers and what it does NOT cover, • How to protect the nest egg you’ve spent your lifetime building, • Your Long Term Care Alternatives, • Important information about Long Term Care Insurance. Outcomes: Increase awareness of the consequences to you and your family, should you live a long life, realize the importance of PLANNING for the day the UNTHINKABLE happens, help participants decide how they might handle a long term care event in their life or the life of a family member, given they now understand Medicare, educate participants on how to protect their hard earned assets and maintain their financial independence and dignity.

MAKE-UP TIPS 101

Quick and easy tips women can use to enhance their looks with just a few steps. Lash application, smokey eye, fuller lips, day to day face and more.

MC OFFICE OF THE OMBUDS: INFORMATION AND DISCUSSION REGARDING WORKPLACE ISSUES & CONFLICT RESOLUTION AT MC

The Montgomery College Office of the Ombuds is a voluntary, confidential resource available to all College employees seeking assistance in mitigating and/or resolving workplace issues or concerns. In addition to assisting individual visitors, the ombuds collects and analyzes data in order to make recommendations for positive change. At the end of this session, participants will:

- Understand the role and practice of the ombuds, particularly how the ombuds office may be utilized to identify options in resolving workplace issues or concerns;
- Have listened to a presentation of data collected by the ombuds and discussed possible areas of concern and

improvement in the workplace, • Gained a deeper understanding of the benefits of honing conflict resolution skills.

MONTGOMERY COLLEGE FAB LAB

We will be demonstrating the NEW Montgomery College Digital Fab Lab. During this presentation, Staff will understand the concepts and machines necessary to fabricate... “Almost anything”. Our facility has 3d printing (with support material), laser cutting, vinyl cutting and woodworking capabilities. Interested persons will be introduced to the machine tools that we use to produce an idea into a material object. Our Fab Lab will show the several different types of material including, but not limited to, wood, acrylics, vinyl and plastics that will be used to bring a thought to life. Our the state of the art Computer Lab to program the desired object(s) utilizing SolidWorks, CoralDraw, Inkscape software’s to draft 3d models and vector tool paths for the digital machine tools will also be presented.

OVERCOMING ANY "ACHIEVEMENT GAPS" AS A COLLEGE COMMUNITY

Workshop will use PBS “Independent Lens” video clips from “The Graduates” series to describe Latino/Latina family challenges with high school completion and college entry. The stories are inspiring yet highlight the need for MC to be innovative and creative in welcoming first-generation students and supporting their success. Workshop and video clips are bilingual in Spanish and English. Participants will discuss how we can make a difference in our jobs to ensure students achieve their goals. Workshop meets the annual requirement for a multicultural/diversity class.

PUT AWAY THE SCRAPBOOK AND USE PINTEREST FOR INSPIRATION AND INFORMATION GATHERING

Attend this workshop to understand the potential and power of social media cloud based technologies such as Pinterest for gathering and sharing ideas with colleagues and friends. Use Pinterest to collect links, pictures, videos, and articles with visual bookmarks to create virtual pin boards. Create as many pin boards as you would like to organize and categorize your favorite topics of interest such as nutrition, health, home decorating, and fashion. Attend this workshop to get inspired, digitize your ideas, and share with others as an alternative or in addition to your scrap booking hobby. Workshop Outcomes: 1. Determine the value of digital pin boards as an alternative to scrapbooks, 2. Understand how Pinterest works, 3. Understand how to create digital pin boards, save pictures and videos, and share with friends and family, 4. Describe how to browse and manage pages using your mobile device.

SAVVY SOCIAL SECURITY PLANNING FOR BABY-BOOMERS

Attendees will attain better understanding of basic, spousal and survivor benefits, as well as learn how to maximize income and minimize penalties from Social Security.

STRESS MANAGEMENT

Come to this introductory program to help you identify stressors, methods to manage stress at work and ways to prevent stress using relaxation, imaging, breathing and exercise.

THE MORGAN STATE UNIVERSITY DOCTORAL PROGRAM INFORMATION SESSION

Are you interested in pursuing a doctorate degree? Come learn more about Morgan State University's Ed.D. Program in Community College Leadership. Featuring both online and face-to-face coursework, this program will help you to enhance your leadership skills and responsiveness while providing greater career opportunities in leadership and administration. By the end of this information session prospective students will have: • Learned about the Morgan State University Community College Leadership Doctorate Program, • Received information regarding registration, fees and materials required for completion of the program, • Had the opportunity to ask questions, review materials and speak directly with a counselor.

VINTAGE DATA - FIND IT. SECURE IT. CONTROL IT!

When we think about “Vintage” classic cars, antique jewelry, and fashions from long ago typically come to mind. Authentic, valuable, even romantic. What certainly doesn’t come to mind is data. You know those unused, obsolete or redundant, files and reports collecting in your office or on your computer. Not quite as appealing are they? No, but possibly just as valuable in the wrong hands. Many of our colleagues in higher education have learned this lesson the hard way. The continued existence of out-of-date electronic and hardcopy records can expose institutions to a variety of potentially adverse situations putting student and employee information at risk. Organizing and securing records, especially those containing personal information, and disposing of them as scheduled is the best way to stay ahead of this problem. Know what you have, know what you need to keep and secure, and know what you can shred or delete. Please join us to learn - • How to protect data and eliminate unnecessary data and paper, • How to recognize Internet and e-mail threats to your data, • How to reduce, better organize and secure electronic and hardcopy data, • Answers to your data questions.

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION (WD&CE) - FROM CRADLE TO GRAVE (AND BEYOND)

Why WD&CE is fun and special. How we can help you personally and professionally, and how you can help us. Outcomes: Clearer understanding of WD&CE, how we operate, what we can offer to you and your family.

YOGA - ACTIVE FLOW

A multi-level class designed to work the body to the core, helping to loosen the joints, and get the blood flowing. There will always be modifications, so you can work at the level best suited for you.

YOGA RELAXATION AND MINDFULNESS

Gentle movement, breathing techniques, and relaxation to help disconnect from the stressors of life. Relaxing, regenerative, meditative, and supportive held poses leave you feeling nourished and well rested.

YOUTUBE: USING THE AUTOMATIC CAPTIONS FEATURE

This workshop will show participants how to use the Automatic Captions feature in YouTube. Participants will be able to generate closed captions with this feature for any narrated video that is uploaded into a personal account. By attending this workshop, participants will be able to follow step by step instructions for adding and editing closed captions to their own uploaded videos. Outcomes: • Understand the important of providing captions for video, • Learn how to

use the Automatic Captions function in YouTube, • Edit the generated captions, • Extract the captions into a SubRipped Text (SRT) file format, • Know how to publish, unpublished, or delete captions, • Add multi-language captions.

ZUMBA FITNESS

Forget the workout, just lose yourself in the music in the original dance-fitness party. Zumba® classes feature exotic rhythms set to high-energy Latin and international beats. Featuring the MC Wellness 360 Zumba Instructor Team. Note: Only sneakers or flat sole shoes allowed to workout.
