

MORNING WORKSHOPS INFORMATION

Register for the workshops by using **MC Learns**. If you need help on how to register for Staff Enrichment Day and the workshops, please go to this link:

<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.

10 THINGS TO KNOW ABOUT ESTATE PLANNING (RECENTLY ADDED INTO MC LEARNS - 2/24/2015)

Estate planning is critical, but can be daunting to the average person. Learn a few basic tips to get your estate in order. And, by the way – you do have an estate and it pays to protect it and write your wishes down. P.S. As a perk for attending, you are eligible for a complimentary philanthropic estate planning session with MC's Francene Walker, CFRE.

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.

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.

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.

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.

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.

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.