CLASSIFIED PROFESSIONAL LEARNING DAY SCHEDULE

WEDNESDAY, OCTOBER 11, 2023

Theme: Strengthening connections, leadership, and equity

TIME	LOCATION	EVENT DESCRIPTION	PRESENTER/ FACILITATOR	SESSION OUTCOMES
8:30 am - 9 am	Jonas Center, IVC	**Meet and Greet** **Coffee, tea and light breakfast**		
9 am - 10 am	Jonas Center, IVC	**Opening session: Welcome from the Professional Learning Committee, Classified Senate, Dr. David Wain Coon and Jonathan Eldridge.** Ice breaker Department Tabling: --what does your dept do? --who's who? --what's a challenge your dept has faced and how have you resolved that? What's something you are proud of?		
Round One: 10:15 am - 11:45 am	Jonas Center, IVC (?)	*Leadership Development -- Jonathan + (NEW) -- engagement at COM as a pathway to leadership skills development? Success stories for leadership at COM? This would need to be co-facilitiated		
Round One: 10:15 am - 11:45 am	Computer Lab: Bldg 7, Rm. 103	**COM Software/Apps 101 (Repeat)** If you are new to COM or need a refresher on the available office software and applications at COM, here's your chance to learn more! This session will introduce participants to applications that can assist in communicating and sharing information with your coworkers quickly and efficiently. The applications discussed will include the Microsoft Office 365, Teams, Calendar/Meeting scheduling, Bookings, OneDrive/SharePoint, Zoom, and more.	Stacey Lince	1. Explore and access COM Cloud software and applications for staff 2. Adopt effective ways to communicate with fellow staff via COM apps
Round One: 10:15 am - 11:45 am	Farm: Bldg. 28B, Rm. 201 & 202	**"Not Racist" is not Enough / Understanding White Supremacy and Racial Justice Part II (Updated - Session is info from EMH Symposium)** White supremacy is often discussed as a "thing of the past" or a "taboo topic." With the pandemic came the stark understanding of how deeply rooted systemic racism and oppression is for marginalized communities, stemming from practices and policies steeped in White supremacy. Join us in a conversation about how institutions of higher education are rooted in White supremacy and how we can embody Angela Davis' quote of individually and collectively working to dismantle racist systems. We will strategize on how to create equitable access and support for students and communities who historically and currently experience the most impact.	Sadika Sulaiman Hara, Patricia France	Learn about the historical and current context of White supremacy and racial justice in the U.S. higher education system Reflect on current practices in teaching and/or positions at the college Take away tips and tools to actively dismantle oppressive practices in their teaching and/or professional positions

Round One: 10:15 am - 11:45 am	Computer Lab: Bldg 27, Rm. 125	**Skills, Certs, and Degree Completion at COM & Beyond (Repeat or Updated?) *Spanish translation available** Interested in learning new skills at COM, or completing a degree here at COM or elsewhere? Come learn from COM academic counselors about classes offered at COM to improve skills such as web design, computer information systems, computers and business. Academic counselors will also talk about next steps to completing degrees at COM or at a four year university and share career exploration resources. Bring your unofficial transcript of completed coursework if possible.	Gina Cullen Byron Ramey Alexandra Magallanes-Rivera, Rachel Klein	1. Learn about skills classes, degree completion and post bachelor program 2. Learn about how to research potential career opportunities 3. Review your academic history and connect with possible educational opportunities
Lunch 11:45 - 1:15		**Lunch Farm Tours (30 min): 12-12:30 12:30-1:00 *Fitness/Nature Walks 12:30-1:00 *Wellness Tabling**		
Round Two: 1:15 pm - 2:45 pm	Farm: Bldg. 28B, Rm. 201 & 202	***What is Your Why Part II** (NEW from Classified PL COM Hour May) What motivates you to come to work each day at COM? How do you connect the work you do with the mission of the College? Come join in this COMmunity Hour session to connect with other Classified Professionals and further explore the theme from Classified PL Day: What is Your Why? with small group discussions.		
Round Two: 1:15 pm - 2:45 pm	Computer Lab: Bldg 7, Rm. 103	**COM Software/Apps 101 (repeat w/ translation) *Spanish translation available** If you are new to COM or need a refresher on the available office software and applications at COM, here's your chance to learn more! This session will introduce participants to applications that can assist in communicating and sharing information with your coworkers quickly and efficiently. The applications discussed will include the Microsoft Office 365, Teams, Calendar/Meeting scheduling, Bookings, OneDrive/SharePoint, Zoom, and more.	Stacey Lince	1. Explore and access COM Cloud software and applications for staff 2. Adopt effective ways to communicate with fellow staff via COM apps

Round Two: 1:15 pm - 2:45 pm	Lab (none available) Classroom: Bldg. 7 Rm. 101 (?)	**Career Advancement Prep. Workshop** Are you considering taking the next step on your career path? In this workshop, participants will learn more about resume writing, cover letters and interview skills to feel more confident and prepared for whatever opportunity comes next. Participants can bring their most recent resume and cover letter (whatever condition they are in—no judgment!) and/or collaborate with others. Facilitators will provide insights all applicants should know going into a hiring process.	Jonathan Eldridge Nekoda Harris	1. Gain an understanding of the interconnected ways cover letters, resumes, and interview preparation can highlight their experience/qualifications 2. Gain an understanding of how to connect their materials to the specific position they are seeking 3. Gain tangible language/feedback to incorporate into their resume, cover letter, and other materials.
Round Two: 1:15 pm - 2:45 pm		**Success stories with COM Involvement? How to get things done (website navigation)? Problem solving w/ peer facilitators? Conflict management (we'd need to find a facilitator)? Disaster preparedness?**		
Round Three (optional): 3:00 - 4:30	Farm: Bldg. 28B, Rm. 201 & 202	**Community Building through Art: Kindness Rocks *Kindness Rocks:** Building COMmunity One Rock at a Time! Tap into your creativity, build COMmunity with your colleagues, and learn firsthand how "one message at just the right moment can change someone's entire day. Experience the peacefulness of creating painted rocks with simple designs, mandalas, or positive words. Afterwards, you can release the rocks around campus or other locations to surprise, delight, and even uplift the finders while you look for others. All skill levels welcome! Check out #MarinRocks on Facebook.		