CLASSIFIED PROFESSIONAL LEARNING DAY SCHEDULE
FRIDAY, MARCH 13, 8:30 am - 3:00 pm
Location: Center for Student Success, Room 200 - Kentfield Campus

TIME	LOCATION	EVENT DESCRIPTION	PRESENTER/ FACILITATOR	SESSION OUTCOMES
8:30 am - 9 am	CSS 200	**Meet and Greet** **Coffee, tea and light breakfast**		
9 am - 10:30 am	CSS 200	**Opening Session:** **-Welcome & Announcements (9-9:15)** **-ProLearning Update (9:15-9:30)** **- Jeopardy/Icebreaker game (9:30-10)** **-Keynote Speaker (Stormy Miller Sabia) (10-10:30)** Care as Our Compass in Uncertain Times Description: A conversation on self and collective care, cultivating a culture of compassion, and sustaining meaning and joy through challenges. **-Announcements (5 mins)**	Professional Learning Committee	
Round One: 10:40 - 12 pm	CSS 149 (Computer Lab)	**AI Essentials: Skills, Tools, and Best Practices for COM Staff** Artificial intelligence is rapidly changing how we work, communicate, and organize information. Grounded in survey insights from COM employees, this interactive session introduces classified staff to practical uses of AI while building foundational AI literacy skills. Participants will learn key concepts such as how AI tools work and how they can support productivity, efficiency, and creativity in day to day tasks. The session will also address how to identify common pitfalls—including bias, data privacy concerns, inaccuracies, sustainability, and over reliance. No prior AI experience is required—just curiosity and a willingness to experiment.	Stacey Lince Soma Srinivasan Wendy St. John Seth Cortright	*Interpret key findings from recent COM employee survey data on AI familiarity, comfort levels, and current practices *Identify and describe core AI literacy concepts—including how AI tools function, their limitations, and their appropriate uses *Evaluate AI generated outputs using Microsoft CoPilot for quality, accuracy, privacy concerns, and potential bias.
Round One: 10:40 - 12 pm	CSS 145	**Supporting Undocumented Students at COM** Given the ongoing targeting of the undocumented community by the current federal administration, this presentation will provide participants with updates on how to respond to potential immigration enforcement on campus. We will also share resources for supporting undocumented students at COM.	Hugo Guillen	* Learn about local, state and federal laws that protect undocumented students * Learn how to respond to possible immigration enforcement on campus * Connect undocumented students to support and resources
Round One: 10:40 - 12 pm	CSS 147	**The Safety Advantage: Prevention, Preparedness & Response Skills** Build a strong safety mindset that applies to everyday situations, including: Identifying common workplace hazards Understanding situational awareness in daily operations Recognizing and reporting safety concerns Reviewing the District's Workplace Violence Prevention Plan Learning proper reporting procedures and documentation processes Participants will leave with a clearer understanding of how to proactively reduce risks and contribute to a safer work environment.	Suad Vila	*Strengthen everyday workplace safety awareness Understand how to recognize and report safety concerns *Become familiar with the Workplace Violence Prevention Plan Identify early warning signs of potentially violent behavior *Build confidence in responding to emergencies *Contribute to a safer, more proactive workplace culture
Lunch: 12 - 12:45 pm	CSS 200			
Community Care: 12:45 - 1:30 pm	CSS 200	**Community Engagement Activity**	Alyssa Graff	
Round Two: 1:40 - 3:00 pm	CSS 149 (Computer Lab)	**Microsoft Teams, OneDrive & SharePoint: Essential Skills Workshop** This interactive training session provides a practical, hands-on overview of how to effectively use Microsoft Teams, SharePoint, and OneDrive for daily work across the district. Participants will learn how to confidently navigate each platform, organize files for easy access, collaborate with colleagues, and follow best-practice workflows for storing, sharing, and maintaining department documents.	Angela Olmanson	*Understand the purpose and differences between Teams, SharePoint, and OneDrive, and when to use each *Navigate Teams channels, post and find files, and manage conversations *Access, organize, and structure files to support department workflows *Collaborate in real time using shared documents (Word, Excel, PowerPoint)
Round Two: 1:40 - 3:00 pm	CSS 147	**Elevate Yourself: How to Talk UP Your Skills** What do you say when someone asks, "So, what do you do?" or "Tell me about yourself"? How you answer this question could change the course of your career path. In this highly interactive workshop you will be identifying your transferrable skills and learning how to articulate your accomplishments. You will walk away with your own elevator speech - Who you are, what you have done and where you will go- all in under 30 seconds! Building confidence takes time, but the first step is to elevate how you talk about yourself.	Chanel Brock	*Analyze your transferrable skills *Identify three words that describe yourself *Create a 30 second elevator pitch for networking
Round Two: 1:40 - 3:00 pm	CSS 145	**Demystifying Student Accessibility Services** Demystifying Student Accessibility Services (SAS) is an interactive professional development session designed to help staff better understand how students connect with and use SAS. Participants will learn what the application and intake process looks like, how accommodation letters are generated and implemented, and what the student experience is from initial referral to ongoing support. The session will also provide practical guidance on when and how to refer students to SAS in ways that are supportive, inclusive, and student-centered.	Gail Ann Rulloda	*Describe the key steps in the Student Accessibility Services (SAS) process, including how students apply, what to expect during the intake appointment, how accommodation letters are issued, and how accommodations are implemented. *Identify and apply effective, student-centered strategies for referring students to SAS, using inclusive language and practices that promote access, equity, and student self-advocacy.