

# 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	<b>Meet and Greet</b> <b>Coffee, tea and light breakfast</b>		
9 am - 10 am	Jonas Center, IVC	<b>Opening session: Welcome from the Professional Learning Committee, Classified Senate, Dr. David Wain Coon and Jonathan Eldridge.</b> <b>9:10 start; Find someone who -- human bingo (Sally) and large group share after</b>	Sally Wong & Monica Applegate	
	Jonas Center, IVC (?)	<b>Disaster Preparedness *Spanish translation available</b>		
Round One: 10:15 am - 11:45 am	Computer Lab: Bldg 7, Rm. 103	<b>COM Software/Apps 101 (Repeat)</b> 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	<b>"Not Racist" is not Enough Part II / Understanding White Supremacy and Racial Justice Part II</b> 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 continued 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.	Teresa Perales 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	<b>Skills, Certs, and Degree Completion at COM and Beyond</b> 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. *Bilingual counselors available	Gina Cullen & Academic Counselors	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	Organic Farm & MAF 105	<b>Lunch Farm Tours 12-12:30; &amp; 12:30-1 (30 min)</b> <b>Mobility/Yoga 12:30-1 (30 min)</b> <b>- Potting/Painting (30 min)</b>	Art	
Round Two: 1:15 pm - 2:45 pm	Farm: Bldg. 28B, Rm. 201 & 202	<b>*What is Your Why Part II</b> (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. <b>Self-reflection: Reflect on your career path and how you arrived here at COM. Where are you headed? Explore these questions in this session in small and large group discussions. What came from that May meeting and March meeting? What is your passion and purpose in being here? How does it fit and what can you do? Action/committees/what brings you here and what keeps you here? Why do you love it? What do you want to see come to fruition that benefits the whole? Realistic goal setting (break it out -- carry on ideas from the session. With this topic (from post-its), where do you see your why?). Find the spark -- what do I remember when I had that spark, and why do I remember it (Purpose and passion)? What is your impact going to be that you want to leave here when you retire/move on? Peel the onion. What was your dream? Open to everyone regardless of where you are on your career path. How do you find joy where I am</b>	Sally Wong & Monica Applegate	

Round Two: 1:15 pm - 2:45 pm	Computer Lab: Bldg 7, Rm. 103	<b>COM Software/Apps 101 (repeat w/ translation)</b> <b>*Spanish translation available</b> 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	Bldg 5: 116	<b>Career Advancement Prep. Workshop</b> 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	Jonas	<b>Disaster Preparedness / Conflict Resolution?</b>		
Round Three (optional): 3:00 - 4:30	Farm: Bldg. 28B, Rm. 201 & 202	????		