

LEARNING OPPORTUNITIES



“The wisest mind has something yet to learn.”

~George Santayana

Sponsored by Employee & Organizational Learning

Fall 2009

Register now for the Fall learning opportunities provided for all employees of the Maricopa Community Colleges. Classes are FREE of charge. For additional information as well as course descriptions, visit: <http://www.maricopa.edu/learn/>

If you have a disability and need an accommodation to participate, please contact our office at 480.731.8763. Every effort will be made to provide you with a reasonable accommodation.



The Maricopa County Community College District is an EEO/AA institution.



H·S·E



Occupational Health, Safety, and Environmental Workshop

Maricopa strives to provide a place of employment that is free of recognized hazards. The purpose of these learning opportunities is to provide employees the knowledge and skills to create and maintain a safe and environmentally friendly work environment.

Course No.	Section	College	Room	Date	Day	Time
CPR/AED (AHA Heartsaver)						
000299	0083	CGCC	SC140-144	8/28/2009	F	1:00-5:00 pm
000299	0085	PVCC	KSC208	9/9/2009	W	8:00-Noon
000299	0086	SMCC	SU 100C	9/18/2009	F	12:00-4:00 pm
000299	0087	GWCC	MA1100N	9/25/2009	F	8:00-Noon
000299	0088	PC	G163A	10/8/2009	R	8:00-Noon
000299	0089	DO	GBR	10/14/2009	W	1:00-5:00 pm
000299	0090	MCC	Kiva	10/21/2009	W	1:00-5:00 pm
000299	0091	EMCC	KOMA Cnf Rm	11/13/2009	F	8:00-Noon
000299	0092	DO	Fdtn Brd Rm	11/19/2009	R	8:00-Noon
000299	0093	CGCC	SC140-144	12/15/2009	T	1:00-5:00 pm
CPR/AED Adult/Child/Infant						
001008	0003	CGCC-WM	BLUF105	9/1/2009	T	1:00-5:00 pm
001008	0004	SCC	Peridot Rm	12/22/2009	T	8:00-Noon
First Aid (AHA Heartsaver)						
000795	0050	GWCC	MA1100N	9/25/2009	F	1:00-5:00 pm
000795	0051	DO	GBR	10/14/2009	W	8:00-Noon
000795	0052	MCC	Kiva	10/21/2009	W	8:00-Noon
000795	0053	CGCC	SC140-144	12/15/2009	T	8:00-Noon
Health & Safety Essentials						
001127	0005	GCC	SU104	9/29/2009	T	1:30-4:30 pm
001127	0006	CGCC	SC140-144	10/6/2009	T	1:00-4:00 pm
Ergonomic Principles: Body Mechanics						
000244	0007	SMCC	SU 100B	10/1/09	R	10:00 am-Noon
000244	0008	GCC	SU104E	10/27/09	T	1:00-3:00 pm
Workplace Violence Prevention 🍏						
000015	0032	CGCC-WM	BLUF105	10/2/2009	F	12:30-3:30 pm
000015	0033	DO	GBR	11/4/2009	W	9:00-Noon
000015	0034	EMCC	CTL	12/18/2009	F	9:00-Noon
Hazard Communications 🍏						
00047	0038	MSC	Visitor Ctr	10/9/2009	F	12:30-3:30 pm
00047	0039	CGCC	SC140-144	12/17/2009	R	8:00-11:00 am



H·S·E



Occupational Health, Safety, and Environmental Workshop

Now Available!

The BLS Healthcare Provider course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The courses are intended for certified or non-certified, licensed or non-licensed healthcare professionals. MCCC faculty and staff have two options available to complete the course requirements:

Traditional Classroom Option – The classroom course is a no-cost, 6.0 contact hour course that covers the key topical areas and provides hands-on practice. Employees can register for any of the following sessions using self-service within the HRMS system:

Course No.	Section	College	Room	Date	Day	Time
CPR/BLS (Healthcare Provider)						
001293	0001	PVCC	KSC 208	9/8/2009	T	8:00-3:00 pm
001293	0002	PC	PSB17	10/8/2009	R	8:00-3:00 pm
001293	0003	EMCC	CTL Cnf Ctr	11/13/2009	F	8:00-3:00 pm
001293	0004	CGCC-WM	BLUF105	11/16/2009	M	8:00-3:00 pm

Hybrid Option – The hybrid option is a two-part course that provides both an online and instructor-led component.

Part 1 - Employees will access the following link to register for the online component (<http://www.onlineaha.org/index.cfm?fuseaction=main.registration>) and complete the cognitive skills portion through web-based, self-paced modules. Upon successful completion, employees will be able to print their certificate of completion and are then ready to move on to Part 2. **There is a course registration fee of approximately \$17.50, which is the responsibility of employees or their department at the time of registration.**

Part 2 – Employees enroll for a skills validation session (see available sessions below) to practice and test the skills they learned in Part 1 with an American Heart Association Certified Instructor. Employees must present their certificate of completion from Part 1 in order to test in Part 2.

Upon successful completion of both Part 1 and Part 2 of the Hybrid option, the employee will be issued an American Heart Association BLS healthcare Provide Course Completion Card.

Hybrid-CPR/BLS Health Care Provider Part 2 (Prerequisite)

001294	0001	GWCC	MA1100S	9/25/09	F	8:00-10:00 am
001294	0002	GWCC	MA1100S	9/25/09	F	10:00-Noon
001294	0003	GWCC	MA1100S	9/25/2009	F	1:00-3:00 pm
001294	0004	GWCC	MA1100S	9/25/2009	F	3:00-5:00 pm



H·S·E



Occupational Health, Safety, and Environmental Workshop

Course No.	Section	College	Room	Date	Day	Time
Hybrid-CPR/BLS Health Care Provider Part 2 (Prerequisite) cont'd						
001294	0005	MCC	AS196	10/21/2009	W	8:00-10:00 am
001294	0006	MCC	AS196	10/21/2009	W	10:00-Noon
001294	0007	MCC	AS196	10/21/2009	W	1:00-3:00 pm
001294	0008	MCC	AS196	10/21/2009	W	3:00-5:00 pm
001294	0009	GCC	SU104AB	11/24/2009	T	8:00-10:00 am
001294	0010	GCC	SU104AB	11/24/2009	T	10:00-Noon
001294	0011	GCC	SU104AB	11/24/2009	T	1:00-3:00 pm
001294	0012	GCC	SU104AB	11/24/2009	T	3:00-5:00 pm
001294	0013	SCC	Turq Rm	12/22/2009	T	8:00-10:00 am
001294	0014	SCC	Turq Rm	12/22/2009	T	10:00-Noon
001294	0015	SCC	Turq Rm	12/22/2009	T	1:00-3:00 pm
001294	0016	SCC	Turq Rm	12/22/2009	T	3:00-5:00 pm

Additional Health, Safety and Environmental topics are available on a special request basis. Please contact Michael Bryant for details at (480) 731-8311 or via email at michael.bryant@domail.maricopa.edu.



Course has been submitted for Faculty Professional Growth non-academic advancement. For a list of those workshops that have been approved, visit: <http://www.maricopa.edu/learn/programs/>

AD: (Alternative Delivery) This workshop will be offered in a non-traditional format.
 Online: indicates it is available via Blackboard.
 Webinar: indicates it will be a live webinar via Elluminate.

Attention: Crafts, M & O and Safety employees: EOLT learning opportunities are eligible for educational compensation. Call EOLT at 480.731.8281 for more information.



H·S·E



Occupational Health, Safety, and Environmental Workshop

The workshops below are offered online and can be completed at any point during the semester. Be sure to log into the websites using Internet Explorer or FireFox.

Access to Exposure and Medical Records: This session meets OSHA (29 CFR 1910.1020) requirement for informing employees of the existence, location, and availability of medical and exposure records annually. To register, go to <http://www.maricopa.edu/learn/atmr>.

Bloodborne Pathogens: Affected Personnel: Per OSHA’s regulation on Bloodborne Pathogens (29 CFR 1910.1030), employees who can reasonably be expected to come in contact with blood or other bodily fluids in the performance of their job duties shall be provided with information and training covering specific requirements of the law. To register, go to <http://www.maricopa.edu/learn/programs/osha/bloodbornepathogens.php>.

Online Fire Extinguisher Use and Care (Refresher): Per OSHA 1910.157 regulation, any MCCC employee required to operate a handheld fire extinguisher shall be provided annually with the information to recognize the appropriate response to a fire and apply the correct technique for using a portable fire extinguisher. Participants will be instructed to contact their Health and Safety representative or College Safety professional for local emergency evacuation procedures. To register, go to <http://www.maricopa.edu/learn/fire/>.

MCCC Driver Training Program (formerly Defensive Driving): Per Administrative Regulation #4.14 Motor Vehicle Usage, any employee who is authorized to operate a college or district-owned motor vehicle or vehicle rented, borrowed, or leased for college or district purposes must complete this online course via Blackboard. To register, log into HRMS: <http://my.maricopa.edu/employees>. Choose course number 001124 and view available sessions. Access directions will be emailed to participants within 48 hours of registration.



Personal Leadership

Every person is a leader, whether at home, work or in the community. These learning opportunities focus on the aspects of leadership that lead to greater effectiveness and an enhanced quality of life for you as an individual or organizational leader.

Course No.	Section	College	Room	Date	Day	Time
Inspiring Trust 🍏						
001132	0004	MCC	AS196	9/10/09	R	8:00 am-Noon
001132	0005	CGCC	SC140-144	10/13/09	T	8:30-12:30 pm

Leadership Lessons

Whether you want to learn a specific skill, upgrade your current skills, or acquire new skills, we have a learning opportunity for you. These learning opportunities are designed to support professional development relevant to Maricopa.

Course No.	Section	College	Room	Date	Day	Time
MCCCD Foundations 101 🍏						
This online course is designed to provide a broad overview of critical information for those who are new to Maricopa. While not intended to supply “everything you could ever know about Maricopa,” this course will provide a solid foundation for you and your role within Maricopa. To register log into HRMS, https://hrapps3.dist.maricopa.edu:448/psp/employeeAccess . Choose course number 000046 and view available sessions. Access directions will be emailed to participants within 48 hours of registration.						
Conflict Management Styles 🍏						
000042	0015	MSC	Visitor Ctr	9/2/09	W	8:30-11:30 am
000042	0016	EMCC	CTL	9/25/09	F	1:00-4:00 pm
Avoiding Procrastination 🍏						
000011	0011	Online	Webinar	9/15/09	R	10:00-11:00 am
Effective Communication with Voicemail and Email						
000117	0015	SMCC	SES105	9/17/09	R	11:00-1:00 pm
Are You Change Ready?						
000137	0019	DO	GBR	9/28/09	M	1:30-4:00 pm
000137	0020	PVCC	KSC 208	11/10/09	T	9:00-11:30 am
Fred Factor						
000249	0013	SCC	Peridot Rm	10/7/09	W	1:00-5:00 pm
Communication Skills Boot Camp						
000787	0017	SMCC	SU 100B	10/8/09	R	1:00-3:30 pm
000787	0018	PC	L217	12/9/09	W	9:00-11:30 am
Becoming an Asset to Maricopa						
000797	0010	DO	Fdtn Brd Rm	10/15/09	R	1:00-4:30 pm
000797	0011	GWCC	MA1100N	12/8/09	T	8:30-noon
Whale Done!						
000972	0004	MCC	CTL Conf Rm	11/10/09	T	1:00-5:00 pm
FOCUS: Achieve Your Highest Priorities 🍏						
000442	0006	MCC	AS196	11/13/09	F	8:30-4:30 pm
Eliminating Low Priority Activities 🍏						
000018	0005	Online	Webinar	11/19/09	R	1:00-2:00 pm
Conflict Management in Action						
000440	0002	DO	GBR	11/24/09	T	9:00 am-Noon
Prioritizing Daily Tasks 🍏						
000038	0009	Online	Webinar	12/1/09	T	1:30-2:30 pm



Creative Pathways

Creative Pathways offers eligible* MCCCCD employees a variety of opportunities to work toward their professional and personal goals, while at the same time, advancing the educational objectives of the Maricopa Community Colleges. These opportunities provide real-world learning experiences for the purpose of acquiring new knowledge, skills and abilities and/or to help employees consider career options and identify important career development activities.

• **Employee Internship***: Offers employees the opportunity to research and develop a learning opportunity, within MCCCCD, that is aligned with their career goals and aspirations. Placements range from part-time to full-time for a maximum of six months.

• **Maricopa Learns Through Service***: Provides employees up to a total of six hours per month in learning through community based service. Participants select from a list of non-profit agencies where they wish to serve and gain new knowledge, skills, and abilities.

• **Career Development**: Provides career exploration, networking, developing individual learning plans, applying for new positions, and enhancing interviewing skills.

***Eligibility:**

- Full-time Governing Board approved employees
- Employed at least two full years
- Not on probation or under disciplinary action
- Specially Funded, OYO's & OSO's are not eligible for the Employee Internship Program
- **All employees are eligible for the career development opportunities**

Application Deadlines: Applications for the placement programs are reviewed throughout the fiscal year. Applications should be submitted at least four weeks before the placement start date. Applications can be found at: www.maricopa.edu/comm/pathways

For additional information, please email: creative.pathways@domail.maricopa.edu or contact Dee Dee Tapson at 480.731.8299

Career Development

From assessing your career interests to practical matters like exploring the internal application process, these workshops provide tools useful in advancing your career within the Maricopa Community Colleges.

Course No.	Section	College	Room	Date	Day	Time
Movin' On Up						
000729	0023	Online	Webinar	10/7/2009	W	11:00 am-Noon
Career Connections						
000793	0013	DO	GBR	10/20/2009	T	8:00-10:00 am
000793	0014	GCC	SU104AB	11/17/2009	T	10:00-Noon
Interviewing 101						
001157	0004	DO	GBR	10/20/2009	T	1:30-3:30 pm
001157	0005	GCC	SU104AB	11/17/2009	T	1:00-3:00 pm
Cover Letters, Resumes & Portfolios						
001307	0001	DO	GBR	10/20/2009	T	10:30-12:30 pm





MOSAIC

Maximizing Our Strengths as An Inclusive Community

We talk about diversity, inclusion and valuing differences at Maricopa. But what does it mean? How does it relate to our daily work environments and what is the impact on the organization? MOSAIC is a series of six sequential workshops designed for all employees to help answer these questions.

Course No.	Section	College	Room	Date	Day	Time
Level IA: Knowing Ourselves and Others 🍏						
000339	0044	SCC	Turq Rm	9/18/2009	F	8:00 am-Noon
000339	0046	CGCC	SC140-144	11/6/2009	F	1:00-5:00 pm
Level IB: Knowing Ourselves and Others (Prerequisite) 🍏						
000352	0041	SCC	Turq Rm	10/2/2009	F	8:00 am-Noon
000352	0026	CGCC	SC 140-144	11/13/2009	F	1:00-5:00 pm
Level IIA: Recognizing Bias and its Consequences (Prerequisite) 🍏						
000353	0030	SCC	Turq Rm	11/6/2009	F	8:00 am-Noon
000353	0031	CGCC	SC140-144	12/4/2009	F	12:30-4:30 pm
Level IIB: Recognizing Bias and its Consequences (Prerequisite) 🍏						
000354	0028	SCC	Turq Rm	11/13/2009	F	8:00 am-Noon
000354	0029	CGCC	SC140-144	12/11/2009	F	12:30-4:30 pm

Diversity Workshops


The following workshops provide employees additional forums to explore topics that support the Maricopa value of Inclusiveness.

Course No.	Section	College	Room	Date	Day	Time
Discovering Your Diversity Profile ®						
001125	0003	MCC-Dwtn	Ste 101E	9/8/2009	T	1:30-3:30 pm
Generations: M.E.E.T. for Respect in the Workplace ® 🍏						
000648	0009	MCC	AS196	9/9/2009	W	1:00-4:00 pm
000648	0010	GCC	SU104AB	9/17/2009	R	2:00-5:00 pm
000648	0011	PC	Willo Room	10/14/2009	W	1:00-4:00 pm

Prerequisite: A prerequisite is required before taking this course. Please view our catalogue for details at: <http://www.maricopa.edu/learn>

Diversity Workshops con't

The following workshops provide employees additional forums to explore topics that support the Maricopa value of Inclusiveness.

Course No.	Section	College	Room	Date	Day	Time
Safe Space I 🍏						
000293	0022	MCC	AS196	9/11/09	F	1:00 – 4:30 pm
000293	0023	PVCC	KSC 208	10/9/09	F	1:00 – 4:30 pm
TeaMusic Valuing Diverse Teams						
001121	0009	PC	L217	9/16/09	W	2:00 – 4:00 pm
001121	0010	CGCC-WM	BLUF105	9/24/09	R	2:30 – 4:30 pm
Safe Space II (Prerequisite) 🍏						
000294	0020	MCC	AS196	9/18/09	F	1:00–4:30 pm
000294	0021	PVCC	KSC 208	10/23/09	F	9:00–12:30 pm
Yan-koloba®						
001118	0012	CGCC	SC140–144	9/29/09	T	1:30–3:30 pm
001118	0013	SMCC	SU 100B	10/23/09	F	1:30–3:30 pm
Personal Brand						
001169	0003	PC	L217	9/30/09	W	2:00–3:30 pm
001169	0004	EMCC	CTL	12/4/09	F	9:00–10:30 am
M.E.E.T. On Common Ground						
000001	0013	GCC	SU104AB	10/6/09	T	1:00–4:00 pm
Exploring Comfort Levels						
000262	0007	GCC	SU104D	10/13/09	T	1:00–4:00 pm
It's About Respect . . . 						
001302	0001	GWCC	MA1100N	10/21/09	W	1:00–5:00 pm
Preventing Sexual Harassment						
001123	0007	SCC	Peridot Rm	10/28/09	W	1:00–4:00 pm
OUCH! That Stereotype Hurts						
001170	0002	PC	Willo Rm	11/12/09	R	2:00–4:00 pm
Exploring Paradigms						
000049	0006	PC	L217	11/18/09	W	10:00 am–Noon

Employee & Organizational Learning is proud to announce that the **MOSAIC (Maximizing Our Strengths As an Inclusive Community)** series and the **Navigate Maricopa: Supervisor Development Program** have been approved for points towards the MAT Certification Program.

For additional information regarding certification procedures, please visit:
<http://www.maricopa.edu/mat/pg/>



MCCCD Supervisor Development Core Program

Embark on a journey of supervisory learning opportunities. Classes provide individuals with quality instruction in supervisor fundamentals which will increase their potential to motivate others and manage operations for organizational success. These learning opportunities are open to all Maricopa employees.

Employees have varying needs when it comes to the time required to attend and complete the Navigate Maricopa Supervisor Development Core Program. We hope you find an option from the selection below that best meet your needs. Chart your course today!

Course No.	Section	College	Room	Date	Day	Time
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These offerings are made available for employees who want to pick up one or more workshops on their journey to a longer-term completion effort, or for those who want to complete the program over a semester time frame. Employees can attend one or more of the workshops depending on their completion needs.



MCCCD Supervisor 101 🍏
 000023 0032 GCC SU104AB 10/14/09 W 8:00 am-Noon



Creating a Respectful Work Environment 🍏
 000192 0028 GCC SU104AB 10/14/09 W 1:00-5:00 pm



Managing Public Resources 🍏
 000993 0009 GCC SU104AB 10/15/09 R 8:00 am-Noon



Translating Vision into Strategy 🍏
 000041 0027 GCC SU104AB 10/15/09 R 1:30-4:00 pm

Managing Performance: Setting the Stage for Employee Success 🍏
 000017 0028 MCC Kiva 11/3/2009 T 8:00 am-Noon



Managing Performance: Intro to Documenting & Correcting Performance 🍏
 000006 0032 MCC Kiva 11/3/2009 T 1:00-5:00 pm

Managing Performance: Conducting Effective Performance Conversations 🍏
 000007 0030 MCC Kiva 11/4/2009 W 8:00 am-Noon

Managing Performance: Facilitating Effective Performance Evaluations 🍏
 000030 0030 MCC Kiva 11/4/2009 W 1:00-5:00 pm

Supervisor Development con't

Course No.	Section	College	Room	Date	Day	Time
Supervising in the Public Sector 🍏						
000039	0026	PVCC	KSC 208	9/23/09	W	9:00-11:30 am
000039	0027	RIO	Conf Ctr	10/26/09	M	8:30-11:00 am
Risk Assessment Tools 🍏						
000992	0009	PVCC	KSC 212	9/23/09	W	1:00-4:30 pm
000992	0010	RIO	Conf Ctr	10/28/09	W	8:30 am-Noon
Legal Issues: Employment Law Essentials 🍏						
000036	0027	PVCC	KSC 208	9/24/09	R	9:00-Noon
000036	0028	RIO	515	10/27/09	T	8:30-11:30 am
Health, Safety & Environmental Management 🍏						
000991	0008	PVCC	KSC 208	9/24/09	R	1:00-5:00 pm
000991	0009	RIO	Conf Ctr	10/29/09	R	8:30-12:30 pm



ONLINE SERIES - These courses are required for completion of the core program and are offered in an online format only. Employees can complete the courses at their own pace as long as it is within the available dates listed.

Legal Issues: Fair Labor Standards Act, Course No. 000043 🍏
Legal Issues: Family Medical Leave/Leaves of Absence, Course No. 000128 🍏



Multiple sessions are available. To register, log into HRMS, <http://my.maricopa.edu/employees>. Select the course number and view available sessions. Access directions will be emailed to participants within 48 hours of registration.

Effective 7/1/09, participants will be required to complete the two MCCCD Mandatory courses, in addition to the supervisor and college/site core, to receive their certificate of achievement in the Navigate Maricopa Program.

Week Long Navigate Maricopa Series

FIVE-DAY SERIES - This option is designed for those individuals who have not taken any instructor-led Navigate Maricopa workshops and want to complete the instructor-led workshops in a “one shot” format. Employees commit to completing approximately three hours of pre-work, attending all five days in the series, as well as completing the online-series workshops at their own pace.

🍏 Monday, November 16 - Friday, November 20, 2009, 8:00 am-5:00 pm
 District Office, Governing Board Room

Space is limited, please register at: <http://www.maricopa.edu/learn/calendar/index.html>

Supervisor Development con't

ELECTIVES - The following workshops are not required to complete the Navigate Maricopa Supervisor Development Core program, but are provided to compliment the core program.

Course No.	Section	College	Room	Date(s)	Day	Times
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Hiring Best Practices

Multiple sessions are available. To register, log into HRMS, <http://my.maricopa.edu/employees>. Choose course number 000937 and view available sessions. Access directions will be emailed to participants within 48 hours of registration.

Hiring the Best! For Maricopa

000178	0052	CGCC	SC140-144	9/11/09	F	9:00 am-4:00 pm
000178	0053	GCC	SU104E	9/22/09	T	9:00 am-4:00 pm
000178	0054	PVCC	KSC 208	10/2/09	F	9:00 am-4:00 pm
000178	0055	MCC	CTL Cnf Rm	10/19-20/09	M-T	1:00-4:00 pm
000178	0056	MSC	Visitor Ctr	11/4/09	W	8:30 am-4:30 pm

Delegating Effectively

000016	0013	Online	Webinar	11/19/09	R	2:30-3:30 pm
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Business Process Analysis

Employee & Organizational Learning in collaboration with the Organizational Process Analyst Team (OPAT), is excited to announce a partnership to provide training and coaching services to employees to perform their own business process documentation and improvement projects. The Organizational Process Analyst Team is committed to infusing continuous process improvement, innovation, and standardization throughout MCCCDC.

For questions regarding OPAT services and availability, please contact Gary Mandarino at (480) 731-8899 or via email at gary.mandarino@domail.maricopa.edu.

Course No.	Section	College	Room	Dates	Day	Time
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Intro to Business Process Analysis

000822	0016	DO	TT 300	10/6-8/09	T-R	8:00 am-Noon
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EOLT works in partnership with colleges, departments and work units to provide assistance and resources to meet specific staff and/or organizational development needs. If your division, department or work group is interested in specific training opportunities, please contact one of our staff listed on the last page to schedule an assessment.



Employee & Organizational Learning in collaboration with Wellness Maricopa, are excited to announce a partnership to promote wellness-related learning opportunities.

The mission of Wellness Maricopa is to empower faculty and staff to make healthier lifestyle choices and informed health care decisions by providing comprehensive wellness opportunities through communication, education and screenings.

Course No.	Section	College	Room	Date	Day	Time
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Quick Tips for Better Nutrition

001207	0006	SMCC	SU 100C	9/15/09	T	12:00-1:00 pm
001207	0007	PVCC	F130	9/23/09	W	1:00-2:00 pm
001207	0008	MCC-RM	M200	10/8/09	R	1:30-2:30 pm
001207	0009	PC	N Stf Dng Rm	10/14/09	W	12:00-1:00 pm
001207	0010	DO	GBR	10/22/09	R	12:30-1:30 pm
001207	0011	CGCC-WM	BLUF105	10/27/09	T	12:00-1:00 pm
001207	0012	EMCC	CTL	11/6/09	F	12:00-1:00 pm
001207	0013	SCC	SC 172	11/12/09	R	12:30-1:30 pm
001207	0014	GWCC	MA1384	11/19/09	R	12:00-1:00 pm
001207	0015	MSC	Visitor Ctr	12/2/09	W	12:00-1:00 pm

Diabetes Awareness



001128	0011	Online	Webinar	10/8/09	R	10:30-11:30 am
001128	0012	Online	Webinar	11/18/09	W	1:30-2:30 pm

Building Your Resilience Against Stress

001064	0008	EMCC	CTL	10/2/09	F	8:30-11:30 am
001064	0009	GCC-N	C130	11/5/09	R	1:00-4:00 pm
001064	0010	CGCC	SC140-144	11/17/09	T	1:00-4:00 pm
001064	0011	PVCC	KSC208	12/3/09	R	8:30-11:30 pm

Wellness is more than just physical health, the concept of wellness advocates a balanced approach to life. The wellness model includes seven dimensions: social, emotional, spiritual, environmental, intellectual, occupational, and physical. The Wellness Maricopa Team encourages you to discover what wellness means in your life.

For additional information or to learn more about your campus activities, visit:
<http://www.maricopa.edu/wellness/>

Public Stewardship & Public Sector Employment Mandatory Training

All full and part-time board approved employees including OSO, OYO, Specially Funded, and Skill Center employees, are required to participate in the mandatory training listed below:

- * Legal Issues: Public Sector Employment
- * MCCCCD Public Stewardship

New employees will be required to participate in the training within their probationary period, or one year of their hire date, whichever is shorter.

Employees will be required to participate in training every three years following the initial training. For more information: <http://www.maricopa.edu/learn/programs/Mandatory-Training/index.html>

Registration Information

To register, use the HRMS system:
<http://my.maricopa.edu/employees>

For registration directions, please visit our website:
<http://www.maricopa.edu/learn/calendar>

For directions to any of these sites, please go the following link:
<http://www.maricopa.edu/learn/calendar/maps.html>

The Employee & Organizational Learning Team, a unit of Employee and Organizational Development, supports system-wide development of personal and professional potential within a learning, caring environment.

Feel free to contact any of our staff to learn more:



Michael Bryant, Coordinator	480.731.8311
Beth Eberhardt, Interim Coordinator	480.731.8281
Sherrie Faulkner, Manager	480.731.8814
Jacque Starks, Coordinator	480.731.8974
Dee Dee Tapson, Coordinator	480.731.8299
Jennifer Andes, Interim Learning Administrator	480.731.8763